



COUNCIL MEETING AGENDA

**Tuesday 18 February, 2025
6:30 PM**

**Council Chamber
Level 1
Footscray Town Hall
61 Napier St, Footscray**

MEMBERSHIP

Councillor Pradeep Tiwari (Chair)
Councillor Cuc Lam
Councillor Samantha Meredith
Councillor Mohamed Semra
Councillor Bernadette Thomas
Councillor Elena Pereyra
Councillor Susan Yengi

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Agenda Item 6.1

CONFIRMATION OF MINUTES - 10 DECEMBER 2024

Director: Lisa King
Director Corporate Services

Author: Phil McQue
Manager Governance and Commercial Services

PURPOSE

To present the minutes of the Council Meeting held on 10 December 2024 for confirmation.

ISSUES SUMMARY

- The Maribyrnong City Council Governance Rules requires Council to keep minutes of each meeting of the Council and Delegated Committees, and for minutes to be submitted to the next appropriate meeting for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes Council Meeting 10 December, 2024 [↓](#) 

OFFICER RECOMMENDATION

That Council confirms the minutes of the Council Meeting held on 10 December 2024.

Agenda Item 6.1

BACKGROUND

The minutes of meetings remain unconfirmed until the next appropriate meeting of Council.

DISCUSSION/KEY ISSUES

1. Key Issues

Council's Governance Rules requires Council to confirm its minutes at the next appropriate meeting.

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Ethical leadership - lead our changing city using strategic foresight, innovation, transparent decision making and well-planned, effective collaboration to support economic growth during the ongoing challenges of the pandemic and beyond.

Legislation

Local Government Act 2020

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

3. Engagement

Nil.

4. Resources

Nil.

5. Environment

Nil.

CONCLUSION

The minutes of the Council Meeting held on 10 December 2024 are presented for confirmation.

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

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COUNCIL MEETING MINUTES

**Tuesday 10 December, 2024
6.30pm**

**Council Chamber
Level 1
Footscray Town Hall
61 Napier St, Footscray**

MEMBERSHIP

Councillor Pradeep Tiwari (Chair)
Councillor Cuc Lam
Councillor Samantha Meredith
Councillor Mohamed Semra
Councillor Bernadette Thomas
Councillor Elena Pereyra
Councillor Susan Yengi

To be confirmed at the Council Meeting
to be held on 18 February, 2025

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

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U N C O N F I R M E D M I N U T E S

1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6:33pm.

The Chair, Cr Pradeep Tiwari made the following acknowledgement statement:

"Maribyrnong City Council acknowledges the Traditional Custodians of the land, the Wurundjeri Woi Wurrung and Boon Wurrung Bunurong Peoples of the Kulin Nation and pays its respects to their Elders, past, present and emerging".

PRESENT

Councillor Pradeep Tiwari (Chair)
Councillor Cuc Lam
Councillor Samantha Meredith
Councillor Mohamed Semra
Councillor Bernadette Thomas
Councillor Elena Pereyra
Councillor Susan Yengi

IN ATTENDANCE

Chief Executive Officer, Celia Haddock
Director Community Services, Lucas Gosling
Director Infrastructure Services, Patrick Jess
Director Corporate Services, Lisa King
Manager Governance and Commercial Services, Phil McQue
Manager Emergency Management and Regulatory Services, Nicole O'Donnell
Governance Officer, Michelle McCulloch

2. APOLOGIES

Nil.

3. LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil.

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U N C O N F I R M E D M I N U T E S

SUSPENSION OF STANDING ORDERS

A motion was moved by Cr Cuc Lam, seconded by Cr Bernadette Thomas, that Council suspend Standing Orders.

CARRIED

The Mayor made the following statement on Mr Binh Le:

On behalf of Council, I would like to acknowledge Mr Binh Le, a true Footscray local, who passed away on 14 November 2024

Binh Le was a Vietnamese refugee who arrived in Melbourne in 1980 and soon made Footscray his home and passion

Binh's contribution to Footscray included running Pho Tan Tinh, a renowned restaurant specialising in Vietnamese beef noodle soup

Binh was later a partner in the Little Saigon Shopping Centre, a popular Asian food market patronaged by customers from across metropolitan Melbourne

Binh will be remembered for his contribution to the Vietnamese community and Footscray CBD traders, including organising the first Footscray Lunar New Year Festival in 1993

Binh also successfully advocated on behalf of Footscray CBD traders for the iconic Saigon Welcome Arch.

Vale Binh Le

Councillor Lam also acknowledged the passing of Mr Binh Le.

RESUMPTION OF STANDING ORDERS

A motion was moved by Cr Cuc Lam, seconded by Cr Bernadette Thomas, that Council resume Standing Orders.

CARRIED

5. PUBLIC QUESTION TIME

Public Question Time commenced at 6:41pm and 11 questions were received.

Liz Nguyen asked the following questions:

1. In July 2024 Council introduced paid parking to Footscray's Raleigh Street carpark. What considerations were given to the impact on surrounding on-street parking and any current parking occupancy data for the carpark, to determine this decision? The last Annual Parking Management Report that can be found on Council's website is dated year 2020. That data is four years old.

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U N C O N F I R M E D M I N U T E S

Response:

The Manager Emergency Management and Regulatory Services noted that in July 2024, Council introduced paid parking at Raleigh Street Carpark to improve parking turnover and support local businesses. Prior to this decision, the carpark occupancy often exceeded 85%.

In accordance with Council's Parking Management Policy, this triggered the implementation of paid parking in this precinct to improve long term parking occupancy, encourage turnover and provide fairness and equity for all users.

A precinct based approach to parking needs is always applied to ensure minimal impacts on surrounding streets, acknowledging that these decisions are likely to have some impact on these streets.

2. What monitoring and post-implementation review processes (e.g. carpark occupancy level monitoring, surrounding residential & business stakeholder feedback) are in place to determine whether the paid parking has had the appropriate outcome or caused issues?

Council introduced it to increase turnover so people visit the local businesses, however the carpark is not that close to Footscray businesses and was used by commuters.

Since paid parking was introduced to Raleigh St, nearby blocks of on-street parking in Seddon are full all day, every week day, from Middle Footscray Station commuters moving to surrounding on-street parking now.

Response:

The Manager Emergency Management and Regulatory Services advised that Council has implemented monthly monitoring of parking occupancy to evaluate the impacts of paid parking in the Raleigh Street Carpark.

A review is planned after a six-month settling-in period.

3. When is the Parking Management Policy 2017 expected to be reviewed and updated? It is now seven years old and was due for review in November 2022. This makes it quite out dated given there has been substantial residential and commercial development over seven years and therefore changing needs to parking. Major changes such as implementation of paid parking should be based off current and relevant data and policies and community-wide consultation.

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U N C O N F I R M E D M I N U T E S

Response:

The Manager Emergency Management and Regulatory Services advised that the Parking Management Policy 2017 is currently under review and is planned to be updated in 2025.

This review will align with the refresh of the Maribyrnong Integrated Transport Strategy which is currently in progress.

Cam McDonald asked the following questions:

1. Does Council realise that Pipe Makers Park will be receiving its Conservation Management Plan in early Jan 25 and what it means to the goal of having the PMP fully restored and fully functioning by the end of the council term?

Response:

The Chief Executive Officer advised that the Conservation Management Plan for Pipe Markers Park will formally establish the heritage values of the site, threats to those values and opportunities for improvement.

This Plan will be a key supporting document to inform the future development and activation of Pipe Makers Park that considers the heritage values alongside the current and future community needs.

2. Does Council realise that there is a five metre wide strip outside of the entire Maribyrnong Defence site that could be used as a bike / walking path and how this can link with the Waterford Green / Cranwell park bike path.

Response:

The Chief Executive Officer noted that Council recognises the opportunity to extend and connect the Cranwell Path to the Maribyrnong Shared Path from near Medway Golf Course along the Maribyrnong River.

By connecting the Maribyrnong River Path to north of Cordite Ave and following the perimeter of the Maribyrnong Defence Site along the river, in future, the path could connect to the bridge at Chifley Drive.

Likewise, a further connection could be made into the Waterford Estate near Cedar Drive.

Council is not the responsible authority for the Maribyrnong Defence Site and the site is subject to future planning and development led by the Federal and State Governments.

Council will continue to support both levels of Government in its future planning and looks forward to further consideration of a shared pathway as the opportunity arises.

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U N C O N F I R M E D M I N U T E S

Kerrie Poliness, on behalf of the Living Museum of the West, asked the following questions:

1. How can the Board and staff of the Living Museum of the West connect directly with individual Councillors, in order to forge stronger bonds between Council and the many communities of the City of Maribyrnong?

Response:

The Chief Executive Officer advised that the Mayor and Councillors can be contacted directly by email or phone. The contact details for Councillors are available on Council's website.

2. Could Councillors give their views on how the Living Museum of the West could work with Council to foster and grow the industrial heritage of the City of Maribyrnong, with its incomparable history as the source of key institutions and movements that shaped Australia, socially and culturally?

Response:

Cr Bernadette Thomas responded by noting that Councillors are always interested to hear from community groups with ideas of how we can best protect heritage across the city. The Chief Executive Officer and her staff will be able to investigate this for us to ensure we understand the criteria before we make any commitment to the request.

The Chair, Cr Pradeep Tiwari, further noted that Councillors would be happy to meet with representatives from Living Museum of the West to discuss this request.

3. Would Councillors, as a group or individually, be prepared to work with the Living Museum of the West – Australia's only Eco-Museum – to support a proposal for Pipe Makers Park to become a UNESCO site of international significance, eligible for Federal support with potential as a nationally significant tourism destination? The Living Museum has briefing papers on each of these issues and can provide them to Council as background.

Response:

Cr Bernadette Thomas responded by reiterating her earlier comments, and the Chief Executive Officer also noted that officers are currently preparing a masterplan for Pipe Makers Park and this is something that could be included.

Brian Sanderson has asked three questions, a single response was provided for question two and three:

1. Many Councillors and former Councillor candidates still have posters and the like up on public and private spaces. Will the CEO commit to enforcing planning and local law regulations by fining those candidates who still have posters up?

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U N C O N F I R M E D M I N U T E S

Response:

The Chief Executive Officer advised that officers are taking steps to actively remove posters and materials where they contravene the local law or planning regulations.

Whether candidates will be fined or otherwise will be a judgment matter for Council which often depends on the severity and risk of any found breach of regulations.

2. Given the previous Council was unable or unwilling to deliver the Maribyrnong Bicycle Strategy, will the new Council commit to delivery of the strategy, inclusive of the promised bicycle lanes?
3. The last Council promised delivery of a new Integrated Transport Strategy in 2024. This did not occur. When can we expect a new strategy to be approved by the Council?

Response:

The Director Infrastructure Services advised that Council completed the first stage of planning for an updated Integrated Transport Strategy, undertaking community engagement between July to September 2024. This included a Discussion Paper to guide the conversation with the community.

Council is currently analysing the first stage of engagement to inform completion of the Strategy commencing January 2025 with a targeted completion of June 2025. Further community engagement will be undertaken during this period. The Maribyrnong Bicycle Strategy will be considered as part of this process.

The Chair, Cr Pradeep Tiwari, declared Public Question Time closed at 6:52pm.

The following Public Questions were received for the 15 October 2024 Council meeting, during the 2024 Election Period. As noted at the 15 October 2024 meeting, responses were provided to each of the submitters and have been included in the minutes below:

Cherie Warwick asked the following questions:

1. Will Council financially compensate Kindred Studios for the significant losses in business, revenue & expansion delays, incurring considerable costs, due to their extremely impactful, lengthy road works projects (that have been approved for over 8 years) & scheduled at the same time as major State Government Project works in the same area, after assuring Kindred Studios for several years and in multiple meetings that they would never do so, as they understood the severe impacts it would have on Kindred Studios operations?

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U N C O N F I R M E D M I N U T E S

Response:

While it is acknowledged that the WGTP works and upgrade of Cowper St have impacted operations of Kindred Studios, the Council related road upgrades do not warrant a financial compensation to surrounding businesses, and Council expects the surrounding businesses including Kindred Studios to benefit from the improved infrastructure when complete.

Council continues to provide support to Kindred as a live music and event venue through the following mechanisms:

- *Love Your West grants - Kindred Studios was the recipient of a grant in 2023 and 2024*
 - *Facilitation of Kindred Studios to be featured as part of the Melbourne International Jazz Festival – Jazz Westside – as the only venue to host a ticketed event in Maribyrnong*
 - *Support for Kindred Studios as a host venue as part of the Sleepless in Footscray Festival*
 - *Support for the Setting Sun Film Festival (via an annual grant), Kindred has also been a venue as part of the programming*
 - *Advertising Kindred Studios as a co-working space and is a feature listing on our Love Your West website*
2. Please provide details on the budget and Council resources allocated to advocating for the proposed new creative facility, Creative West and explain how this is appropriate, whilst severely hindering the operations & expansion of the primary creative facility in the municipality, Kindred Studios of which has been meeting the community needs & objectives of the proposed Creative West Project for the past 18 years?

Response:

Council allocated \$100,000 in the 2024-25 budget for Creative West advocacy. This funds a project officer and advocacy materials. Creative West is the working title for a new library, performing arts and town park in the Footscray CBD. The project has been conceived to stimulate economic, employment and business activation in central Footscray, better support literacy, skills and participation outcomes for our fast growing and diverse population and to improving cultural infrastructure in Melbourne's west.

Kindred Studios is a vital contributor to Maribyrnong's creative eco system. In planning and coordinating capital works across the City, Council aims to mitigate impact on all residents, visitors and businesses including the creative industries.

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U N C O N F I R M E D M I N U T E S

3. Will Maribyrnong City Council close off the unused North East section of Yarraville Gardens to parking until the end of their roadworks projects, to allow Kindred Studios to continue to operate?

Response:

Yarraville Gardens is deemed as a highly valued community open space. It is not considered appropriate to allocate part of this open space as a temporary carpark until the end of the road reconstruction projects.

An on street parking plan has been developed that will directly benefit Kindred Studios patrons and tenants while construction is taking place.

Dmitri Colebatch asked the following question:

1. Given our club's request for full winter access to Hanmer Reserve from 2025 to expand our women's and girls' football program, reduce wear on Yarraville Oval, and invest in facility improvements, why has the council prioritised the Umpires Association's social activities over community sport's needs?

Despite Council's verbal support, recent actions have blocked equitable access, favoring umpires despite their alternative venues. The only limitation of these alternatives is their lack of a liquor licence. How will the council address our longstanding request, considering the broader community benefits and growth of women's sports?

Response:

Council is currently working with the Yarraville Seddon Eagles Football Club to address growth concerns as it does with all of 49 sporting clubs across 19 reserves. Maribyrnong's sporting clubs are operating in a significantly constrained environment with some sport participation exceeding the available grounds. The discussion with the Yarraville Seddon Eagles Football Club has centred around increased access to ovals and supporting amenities on a shared basis.

While it is acknowledged that the proposed arrangement does not completely meet the Club's needs, it is considered an improvement on previous years. The medium to long term solution is complex involving multiple clubs and stakeholders, and Officers are considering how to best address ground shortages, having commenced discussions with a number of sporting clubs including the Western Region Football League Umpires Association, to consider their most appropriate future location and how sporting facilities are maximised.

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

6. CONFIRMATION OF MINUTES

6.1. Confirmation of Minutes - 15 October 2024

To present the minutes of the Council Meeting held on 15 October 2024 for confirmation.

Council Resolution

That Council confirms the minutes of the Council Meeting held on 15 October 2024.

Moved: Cr Bernadette Thomas
Seconded: Cr Cuc Lam

CARRIED

6.2. Confirmation of Minutes - 19 November 2024

To present the minutes of the Council Meeting held on 19 November 2024 for confirmation.

Council Resolution

That Council confirms the minutes of the Council Meeting held on 19 November 2024.

Moved: Cr Bernadette Thomas
Seconded: Cr Susan Yengi

CARRIED

7. REPORTS FROM COMMITTEES

Nil.

8. PETITIONS

Nil.

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

9. OFFICER REPORTS

9.1. Quarterly Performance and Financial Report - Period ending 30 September 2024

The purpose of this report is to present the Quarterly Performance and Financial Report for the period ending 30 September 2024 to Council for noting.

Council Resolution

That the Council notes the Quarterly Performance and Financial Report for the period ending 30 September 2024, shown at Attachment 1.

Moved: Cr Bernadette Thomas
Seconded: Cr Samantha Meredith

CARRIED

9.2. Community Grants Recommendations 2024

To present to Council for consideration the 2024-2025 Community Grants Program funding recommendations.

Council Resolution

That Council:

- 1. Notes the number of high quality applications received in response to the program;*
- 2. Endorse the Community Grants Program 2024 - Recommendations Report and its funding recommendations, shown at Attachment 1; and*
- 3. Thanks the Independent Review Panel (IRP) for their work in assessing applications and providing recommendations in line with the adopted funding guidelines.*

Moved: Cr Cuc Lam
Seconded: Cr Samantha Meredith

CARRIED

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

9.3. Draft Creativity Strategy 2025-2030

To provide Council with the draft creativity strategy, and outline next steps to gain community feedback prior to finalisation of the Plan.

Council Resolution

That Council:

1. *Note the outcome of the initial community consultation conducted;*
2. *Endorse the draft Creativity Strategy 2025-2030, shown at Attachment 1 and;*
3. *Request the Chief Executive Officer to release the draft Strategy for community consultation, prior to the final Strategy being presented to Council in for consideration April 2025.*

Moved: Cr Bernadette Thomas
Seconded: Cr Elena Pereyra

CARRIED

9.4. Councillor Committee and Advisory Group Appointments - 2024/25

This report considers Councillor appointments to Committees and Advisory Groups for the 2024/25 period.

Agenda Item 6.1 - Attachment 1

U N C O N F I R M E D M I N U T E S

Council Resolution

That Council:

1. Approves the following Councillor appointments for all Committees and Advisory Groups, effective from 10 December 2024:
 - a) Councillor Meredith as Chairperson and Councillor Lam as Deputy Chairperson to the Active and Healthy Ageing Community Advisory Committee;
 - b) Councillor Pereyra as representative to the Brooklyn Community Reference Group;
 - c) The Mayor and Councillor Semra as representatives to the Business, Economic Development and Innovation Advisory Panel;
 - d) The Mayor (ex-officio), Councillor Meredith, Councillor Lam and Councillor Pereyra as members to the Civic Awards Judging Panel Advisory Committee;
 - e) The Mayor as Chairperson and Councillor Thomas as representative to the Climate Emergency Advisory Committee;
 - f) Councillor Yengi as representative and Councillor Semra as substitute representative to the Community Recovery Committee;
 - g) Councillor Semra as Chairperson and Councillor Tiwari as Deputy Chairperson to the Disability Advisory Committee;
 - h) Councillor Semra as Chairperson and Councillor Tiwari as Deputy Chairperson to the First Nations Advisory Committee;
 - i) Councillor Semra as representative and Councillor Meredith as substitute representative to the Footscray Park Master Plan Advisory Committee;
 - j) Councillor Meredith and Councillor Tiwari as Gender Equity Ambassadors.
 - k) Councillor Meredith as representative and Councillor Semra as substitute representative to the Heritage Advisory Committee;
 - l) Councillor Meredith, Councillor Lam and Councillor Thomas as representatives to the LGBTQIA+ Advisory Committee.
 - m) The Mayor and Chief Executive Officer as representatives to the M9 Committee and Councillor Yengi as substitute representative to the M9 Committee
 - n) Councillor Thomas as representative, Councillor Semra as substitute representative and the Director Infrastructure Services as the staff representative to the Metropolitan Transport Forum;
 - o) Councillor Pereyra as representative and Councillor Lam as substitute representative to the Municipal Association of Victoria;
 - p) Councillor Lam as representative and Councillor Meredith as substitute representative to the Victorian Local Governance Association;
 - q) Councillor Lam as representative and Councillor Yengi as substitute representative to the Western Melbourne's Tourism Board; and
 - r) Councillor Semra as representative to the Youth Advisory Committee.

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U N C O N F I R M E D M I N U T E S

2. *Note that at the request of Councillors in July 2024, the Maribyrnong Active Transport Advisory Committee is presently under review with a further report to Council in 2025, and therefore no Councillor appointments are recommended; and*
3. *Note that a Councillor appointment to the Arts Advisory Committee will be made in 2025 following a review of the Terms of Reference for the Arts Advisory Committee.*

Moved: Cr Bernadette Thomas
Seconded: Cr Susan Yengi

CARRIED

9.5. Governance Report November 2024

The Maribyrnong City Council Governance Report is a monthly standing report to Council which provides a single reporting platform for a range of statutory compliance, transparency, and governance related matters.

Council Resolution

That Council note the November 2024 Governance Report.

Moved: Cr Bernadette Thomas
Seconded: Cr Cuc Lam

CARRIED

10. NOTICES OF MOTION

Nil.

11. COUNCILLOR QUESTION TIME

Nil.

12. URGENT BUSINESS

Nil.

13. CONFIDENTIAL BUSINESS

Nil.

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U N C O N F I R M E D M I N U T E S

14. MEETING CLOSURE

The Chair, Cr Pradeep Tiwari, declared the meeting closed at 7:16pm.

To be confirmed at the Council Meeting
to be held on 18 February, 2025.

Chair, Cr Pradeep Tiwari

Agenda Item 9.1**QUARTERLY PERFORMANCE AND FINANCIAL REPORT - PERIOD ENDING 31 DECEMBER 2024**

Director: Lisa King
Director Corporate Services

Author: Mark Connor
Manager Finance

PURPOSE

The purpose of this report is to present the Quarterly Performance and Financial Report for the period ending 31 December 2024 to Council for noting.

ISSUES SUMMARY

- The Quarterly Report shown at Attachment 1 provides Council with the most up to date estimate of the year end result.
- At the conclusion of each quarter, a forecast is prepared which compares the 2024/2025 year to date results against the full year budget in order to identify expected variations. Based on the review conducted, variances have been identified across some revenue and expenditure categories, forecasting an unfavourable underlying operating result of \$56,320 at an aggregate level.
- This is predominantly due to an unfavourable forecast in materials and services.
- The favourable position in employee costs is offset by the unfavourable forecast in agency contractors.
- Of the 61 Council Plan actions at Quarter Two, 15 (25%) have been completed, 32 (52%) are progressing to target and 14 (23%) are progressing but are delayed.
- Total actual capital expenditure at the end of this reporting period was \$35.34 million, with purchase commitments adding a further \$24.26 million to a total of \$59.6 million year to date, representing 74.4% to annual budget (\$80.13 million) and 77% to annual forecast (\$77.6 million).
- Of the Capital and Assets Improvement Program actual expenditure of \$35.34 million, \$7.73 million corresponds to the carried forward budget from 2023/2024.

ATTACHMENTS

1. Attachment 1 - Quarterly Performance and Financial Report - 31 December 2024



Agenda Item 9.1

OFFICER RECOMMENDATION

That Council notes the Quarterly Performance and Financial Report for the period ending 31 December 2024, shown at Attachment 1, and that a revised budget pursuant to section 97 (3) of the *Local Government Act 2020* is not required.

Agenda Item 9.1**BACKGROUND**

The Performance and Financial Report is a regular and ongoing mechanism for Council to be accountable to its community. Reports are provided to Council in accordance with section 97 of the *Local Government Act 2020*.

The report provides an overview of Council's financial results while also providing a forecast outlook for the 2024/2025 financial year. This is compared against the full year budget in order to identify the expected variations, which are recorded as forecast changes from Council's adopted annual budget.

DISCUSSION/KEY ISSUES**1. Key Issues****Annual Council Plan Actions**

The progress of the 61 annual Council Plan actions as at 30 June 2025 are as follows:

- 25% (15 of 61) are completed.
- 23% (14 of 61) are progressing but are delayed.
- 52% (32 of 61) are progressing to target.

Section 3 and Appendix 1 of the Attachment 1 illustrates the status of the annual Council Plan actions.

Financial Operations

At the end of each quarter, a forecast is prepared which compares the 2024/2025 year to date results against the full year budget in order to identify the expected variations from Council's original annual expectations. Based on the review conducted, variances have been identified across some revenue and expenditure categories, forecasting an unfavourable underlying operating result of \$56,320 at an aggregate level.

This is predominantly due to a favourable variance in additional revenue in operating recurrent and non-recurrent grants, noting that there may be an increase in materials and contracts as a result. The favourable position in employee costs is offset by the unfavourable forecast in agency contractors.

The Finance and Performance Report for the reporting period ending 31 December 2024 provides Council with the most up to date estimate of the year end result. All significant operating variances are identified with variances shown in the year-to-date section as a result of timing differences.

Section 4 of Attachment 1 illustrates variances to the original adopted budget.

Agenda Item 9.1**Capital Works and Improvement Program**

Throughout the year, Council's capital program is influenced by a number of factors which were unforeseen at the time of budget development. For example, factors impacting upon Council's ability to deliver the capital program as planned include third party approvals, slower than expected responses to tenders and procurement, supply chain disruptions arising from global events, and latent weather conditions.

Section 5 of Attachment 1 highlights variances to the adopted budget.

Consideration of a Revised Budget

Section 97(3) of the *Local Government Act 2020*, requires the Chief Executive Officer to include a statement in this report as to whether a revised budget is, or may be, required. The Chief Executive Officer considers a revised budget is not required.

2. Council Policy/Legislation**Council Plan 2021-2025**

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objective:
 - Ethical leadership - Council will proactively lead changing City using strategic foresight, innovation, transparent decision making & well-planned & effective collaboration & community engagement to support community & economic growth.

Legislation

Local Government Act 1989

Local Government Act 2020

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

3. Engagement

The 2024/2025 Annual Budget was developed in consultation with the community.

4. Resources

Resource implications are addressed in Attachment 1 to this report.

Agenda Item 9.1**5. Environment**

Nil.

CONCLUSION

At the end of this quarter, Council's financial forecast reflects an overall slightly unfavourable position against budget, made up of a number of variances, both favourable and unfavourable, across Council's operational services. These variances will continue to be monitored for the remainder of the financial year with ongoing review of project progress, project savings and project delivery.

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Quarterly Performance and Financial Report
Quarter 2 for the Period Ending 31 December 2024



Agenda Item 9.1 - Attachment 1

Quarterly Performance and Financial Report
For the period ending 31 December 2024

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Quarterly Performance and Financial Report
For the period ending 31 December 2024

1. Introduction

The Performance and Financial Report is a regular and ongoing mechanism for Council to be accountable to the community.

The report provides an update on progress of Council Plan Actions, budget commentary, including a comparison of the actual and budgeted results to date and an explanation of any material variations. A summary of the implementation of the annual Capital Works and Improvement Program is also included.

2. Overview of 2024/2025

Progress to date

- The Quarterly Report attached provides Council with the most up to date estimate of the year end result.
- At the end of each quarter, a forecast is prepared which compares the 2024/2025 year to date results against the full year budget in order to identify the expected variations from Council's original annual expectations. Based on the review conducted, variances have been identified across some revenue and expenditure categories, forecasting an unfavourable underlying operating result of (\$56,320) at an aggregate level.
- This is predominantly due to an unfavourable forecast in materials and services.
- The favourable position in employee costs is offset by the unfavourable forecast in agency contractors.
- Of the 61 Council Plan actions at Q2, 15 (25%) have been completed, 32 (52%) are progressing to target and 14 (23%) are progressing but are delayed.
- Total actual capital expenditure at the end of this reporting period was \$35.34 million, with purchase commitments adding a further \$24.26 million to a total of \$59.6 million year to date, representing 74.4% to annual budget (\$80.13 million) and 77% to annual forecast (\$77.6 million).
- Of the Capital and Assets Improvement Program actual expenditure of \$35.34 million, \$7.73 million corresponds to the carried forward budget from 2023/2024.

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Quarterly Performance and Financial Report
For the period ending 31 December 2024

3. Annual Council Plan Action 2024/2025

Background

Council adopted the Council Plan 2021-2025 and integrated Municipal Public Health and Wellbeing Plan on 15 June 2021.

The Council Plan guides the planning, development, resourcing and provision of services to the community over a four-year period.

Five strategic objectives underpin a framework that drives operational performance, and supports the achievement of community and organisational outcomes. These strategic objectives are:

1. Safe climate and healthy environment
2. Liveable neighbourhoods
3. A place for all
4. Future focused
5. Ethical leadership

To support the delivery of the Council Plan, a four-year implementation plan was developed. For the third year of the current Council Plan, 61 actions have been established. Actions are funded through the operational and capital works budget.

The 61 Annual Council Action Plan are comprised of:

- 6 Major Initiatives and 55 non-Major Initiatives.
- 58 out of 61 are Municipal Public Health and Wellbeing actions (marked by a blue HW in the Appendix section).

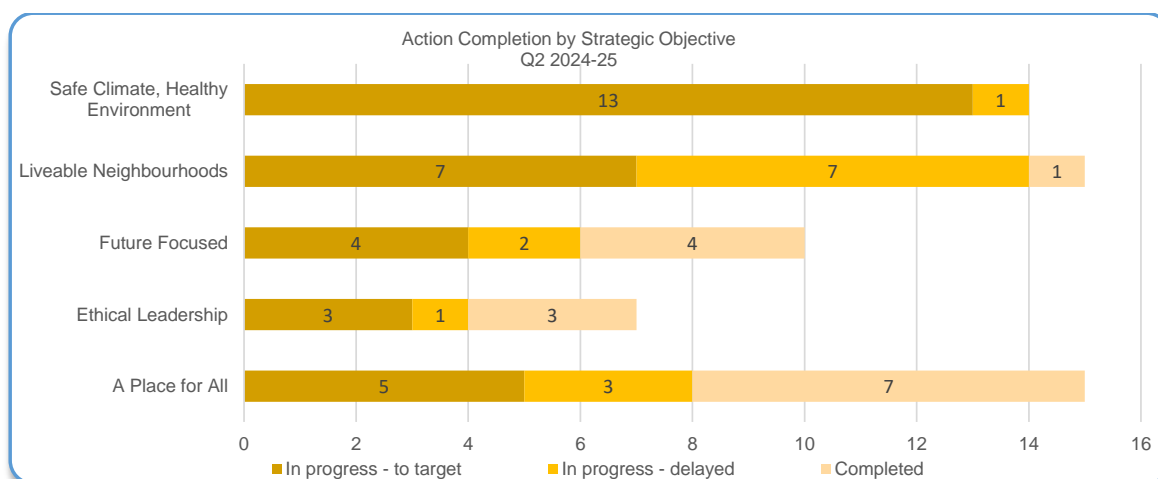
Status this quarter

The status of the 61 annual Council Plan action as at 31 December 2024 are as follows:

- 25% (15 of 61) are completed.
- 23% (14 of 61) are progressing but are delayed.
- 52% (32 of 61) are progressing to target.

The table below indicates the progress of the actions according to the five strategic objectives of the Council Plan.

Appendix 1 provides the status of each Council Plan actions.



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Delayed actions

At the end of December 2024, there were 14 of 61 actions having been delayed and thus incomplete at 31 December 2024. They are all progressing and completion is expected in the 2024/2025 financial year. The following table identifies the delayed annual priority actions.

There are 13 delayed non-Major Initiatives Council Plan action and 1 Major Initiative:

Each quarter, the progress of these actions is reported to Council as shown in the Council Plan action progress report.

Non-Major initiatives

In Progress Priority Annual Actions	Due Date	Measure	Service's Progress Comment
1.2.5 Develop and implement single use plastics Policy and Action Plan to support current programme	31 Dec 2024	Annual progress report to Council	<p>Maribyrnong Single-use Plastic Policy Development completed in 2021.</p> <p>Towards Zero Waste Strategy is under review due to scope change, with the Single-use Plastic Policy being considered as part of that review.</p> <p>Focus on establishing good staff waste and recycling behaviours within the new CPACH office including use of re-usable coffee cups at local cafes.</p>
2.2.1 Implement 0-25 Strategy for children, young people and their families 2030	31 Dec 2024	Annual progress report to Council	A further progress report to detail the implementation of the Strategy will be presented to Council in March 2025.
2.2.2 Implement the Healthy and Active Framework 2021-2025	31 Dec 2024	Annual progress report to Council	<p>The project has been re-scoped to include a review of Active Maribyrnong.</p> <ul style="list-style-type: none"> - Consultation with Vic Health, Sport and Recreation Victoria and Australian Sports Commission is underway. - A Memorandum of Understanding (MOU) with VicHealth has been executed to provide advice and support. Following the commencement of the Local Government Partnership Program with VicHealth - Active Maribyrnong team have implemented a series of new initiatives all targeted at providing and promoting opportunities for the community to be active.
2.2.3 Develop and implement the Aquatic Strategy 2021-2025	31 Dec 2024	Annual progress report to Council	<p>Stage One of the Master Plan has been completed, Stage Two, the construction of Water Slides and Splash Park have been delayed due to the builder going into liquidation. Council is looking to retender early in 2025 for this project.</p> <p>Progress on the Decarbonising of MAC is awaiting a Funding announcement from the Federal Government through their Community Energy Upgrades Fund Program.</p>

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In Progress Priority Annual Actions	Due Date	Measure	Service's Progress Comment
2.2.5 Implement the Outdoor Sport and Recreation Facilities Future Directions Plan 2021-2025	31 Dec 2024	Annual progress report to Council	Plan will be finalised in March 2025 with first annual progress report to follow.
2.3.1 Continue to deliver objectives of the Maribyrnong Tourism and Visitation Strategy and Action Plan	31 Dec 2024	Review Strategy and Action Plan Maribyrnong Tourism and Visitation Strategy and Action Plan	Annual progress report is in progress with walking maps and capitals works program identified for priority activity centre upgrades. The report is delayed to June 2025.
2.5.1 Implement Maribyrnong Bicycle Strategy *	31 Aug 2024	Annual progress report to Council	<p>Council is reviewing and updating the existing Maribyrnong Integrated Transport Strategy (MITS) by mid-2025, including consideration of priorities set in the current Bicycle Strategy.</p> <p>Various phases of planning, design, and delivery of Cycling Projects and Initiatives have progressed in the municipality in collaboration with our transport partners, including:</p> <ul style="list-style-type: none"> • West Gate Tunnel Cycling Veloway: • Veloway overpass connection - has been lifted into place. • Harris St - Connections into Harris Street have been largely completed via Hyde and Whitehall St. Harris St connection has been constructed. This is being finalised and not yet commissioned. • Hyde Street to Somerville Road protected bike lane have been largely completed are actively progressing some final touches like final line marking etc. • Pop-Up Bike Lanes Trials: Council been working with DTP to finalise trials and make most permanent in 2025. • North-South Cycling Corridor Study: Commenced to support the MITS update. Draft Study being finalised late 2024 for deliberation in 2025 in the MITS. • Sunshine Precinct Activation Projects: <ul style="list-style-type: none"> • Lacy Street: Shared path completed in 2024. • Ballarat Road/Melon Street: Design progressing on Pedestrian Operated Signal. • Medway Shared Path Link: To be constructed with Melbourne Water project. Tenders have been evaluated for project by Melbourne Water. Program for delivery being developed.

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In Progress Priority Annual Actions	Due Date	Measure	Service's Progress Comment
			<ul style="list-style-type: none"> Joseph Road Precinct: Cycle lane and road safety interim improvements on Hopkins Street delivered in late 2024 - complete. Joseph Rd Pedestrian Crossing – Interim crossing in Joseph Rd – late 2024 completed Hallenstein St Crossing – Interim Crossing – late 2024 completed Warde St – Interim Crossing – 2024 completed Joseph Rd/ Hopkins St Pedestrian and Cycle Lanes - Ongoing planning for next phase for path – Ongoing Planning Distributor Roads Program: Delivered resurfacing and improved line marking for cycle lanes on Somerville Road, Rosamond Road, and Mitchell Street. <p>Separated Bike Lanes / Shared Path Facilities: Designs progressing for Churchill Avenue, Dempster Street, Geelong Road Stage 2 and Moreland Street.</p>
3.2.3 Implement the Intercultural Maribyrnong Strategy and Action Plan	30 Sep 2024	Annual progress report to Council	The Intercultural Maribyrnong Strategy (IMS) was adopted by Council in December 2023. A report on the first year implementation of the IMS will be presented to Council in Q3 2025.
3.3.2 Explore partnership options to promote social and housing affordability	31 Aug 2024	Annual report to Council on social and affordable housing sector trends	Consultation regarding the first stage of the Maribyrnong Housing Strategy was undertaken in April/May 2024 to understand the community's aspirations and desires for social and affordable housing. Further consultation will be undertaken in 2025 as part of the development of the new Housing Strategy.
3.4.2 Develop and implement new Arts and Culture Strategy 2025-2030	31 Mar 2025	Annual progress report to Council	<p>A draft strategy was presented to Council in December 2024. The new strategy is broader in application and spans arts, culture and creativity. It will inform work across Council and support the delivery of social, cultural and economic outcomes. It will go out to community consultation in Jan/Feb 2025, to be presented to Council in April 2025.</p> <p>Delivery of arts and culture initiatives continue. The Creative Places pilot commenced in December and the expressions of interest process for 2025 residencies and supported seasons was also completed.</p>
4.2.2 Secure funding for NeXT project and commence design and build	31 Aug 2024	Annual progress report to Council	A grant application for the Commonwealth Government Urban Precincts and Partnerships program was submitted in October. Council waiting to hear the outcome of this submission.

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In Progress Priority Annual Actions	Due Date	Measure	Service's Progress Comment
4.2.4 Deliver Maribyrnong Reserve Project	31 May 2025	Annual progress report to Council	Future Community Infrastructure Strategy including consideration for multipurpose community hubs to be finalised before master plan commences in mid-2025.
5.4.2 Implement Workforce Plan in line with statutory obligations	31 Dec 2024	Annual progress report to Council	The Workforce Plan Action Plan encompasses initiatives that align with the follow key strategic plans <ul style="list-style-type: none"> • Gender Equality Action Plan • Reconciliation Action Plan • Disability Action Plan • Organisational Plan Actions under these plans are being implemented in accordance with the plans and completed.
2.3.1 Continue to deliver objectives of the Maribyrnong Tourism and Visitation Strategy and Action Plan	31 Dec 2024	Review Strategy and Action Plan Maribyrnong Tourism and Visitation Strategy and Action Plan	Annual progress report is in progress with walking maps and capitals works program identified for priory activity centre upgrades. The report is delayed to June 2025.
Major- initiative			
2.2.7 Develop and consult on a Walking Strategy (within the Active Transport Framework)	31 Oct 2024	Annual progress report to Council	Annual progress report is in progress with walking maps and capitals works program identified for priory activity centre upgrades. The progress report will be presented in June 2025.

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4. Financial Operations

This section provides a comparison of the forecast and budgeted results to date and an explanation of any material variations. It also provides a forecast of the financial position at 31 December 2024.

The second quarterly forecast is an operating unfavourable variance of (\$56,320) to the budget and provides Council with the most up to date as of 31 December 2024. Any significant operating variances are listed under resource group table. The variances shown in the year-to-date section are the result of timing differences for example grants being received prior to the cost of the service delivery being incurred, planned activity did not occur when expected.

The report indicates that Council has an unfavourable forecast operating variance to Budget of (\$56,320).

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Quarterly Performance and Financial Report
for the period ending 31 December 2024

Operating & Initiative Service Summary by Functions

Functions	YTD Actual (\$,000)	YTD Budget (\$,000)	YTD Variance (\$,000)	Annual Adopted Budget (\$,000)	Annual Forecast (\$,000)	Forecast to Budget Variance (\$000)
Operating Expenses						
Community Services	10,954	10,869	(85)	21,228	21,858	(630)
Corporate Services	14,061	14,019	(42)	36,793	35,946	847
Infrastructure Services	21,783	21,403	(380)	42,146	42,975	(829)
Planning and Environment Services	17,524	19,621	2,097	40,236	41,882	(1,646)
Operating Expenses Total	64,322	65,912	1,590	140,403	142,661	(2,258)
Operating Income						
Community Services	3,415	1,806	1,609	4,320	4,761	441
Corporate Services	134,738	133,223	1,515	137,454	137,912	458
Infrastructure Services	5,488	3,540	1,948	9,668	10,195	527
Planning and Environment Services	10,770	9,763	1,007	19,421	20,197	776
Operating Income Total	154,411	148,332	6,079	170,863	173,065	2,202
Grand Total	-90,089	-82,420	7,669	-30,460	-30,404	(56)

Service/Functions	Net Current Budget to Forecast Variance (\$,000)
Community Services	(189)
Corporate Services	1,305
Infrastructure Services	(302)
Planning and Environment Services	(870)
Budget to Forecast Variance Total	(56)

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Service Summary by Resource Group

By Resource group	Note	YTD Actual (\$,000)	YTD Budget (\$,000)	YTD Variance (\$,000)	Annual Adopted Budget (\$,000)	Annual Forecast (\$,000)	Forecast to Budget Variance (\$000)
Operating Revenue							
Contributions - cash	1	89	-	89	21	131	110
Grants – Operating (non-recurrent)	2	2,157	277	1,880	613	2,399	1,786
Grants – Operating (recurrent)	3	4,960	3,783	1,177	6,063	6,055	(8)
Internal Income		1,557	1,561	(4)	3,122	3,122	-
Investment Income		3,041	2,506	535	5,012	5,012	-
Other Revenues	4	1,353	773	580	1,593	1,887	294
Rates	5	128,562	127,900	662	128,684	129,031	347
Sale Proceeds		-	-	-	80	80	-
Statutory Charges	6	6,225	6,391	(166)	12,928	12,837	(91)
User Charges	7	6,467	5,141	1,326	12,747	12,511	(236)
Operating Revenue Total		154,411	148,332	6,079	170,863	173,065	2,202
Operating Expenditure							
Bad and doubtful debts	8	1,387	1,500	113	3,000	3,020	(20)
Borrowing costs		114	-	(114)	1,154	1,154	-
Contracts & Materials and services	9	27,971	27,916	(55)	52,807	56,955	(4,148)
Employee Costs	10	33,041	34,663	1,622	67,639	65,758	1,881
Internal Expenses		1,552	1,513	(39)	14,536	14,536	-
Other Expenses	11	257	320	63	1,267	1,238	29
Operating Expenditure Total		64,322	65,912	1,590	140,403	142,661	(2,258)
Net Total		-90,089	-82,420	7,669	-30,460	-30,404	(56)

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Operating Summary by Resource Group - Comments

Note No. Q2	Resource Group Major Variance Analysis
Note 1 Contributions - Cash \$110,414 favourable	The favourable variance is primarily due to the following: <ul style="list-style-type: none"> - \$130,414 contribution from participation councils for the My Smart Garden program, forecasted to be expended under Material and Services Note 9. - Offset by a (\$20,000) reduction in external sponsorship for the New Year's Eve festival.
Note 2 Grants - Operating (non- recurrent) \$1,785,414 Favourable	Grants non recurrent is favourable due to a number of one off external grants which is forecasted to be expended under Material and services (Note 7) below, they are comprised of: <ul style="list-style-type: none"> - \$405,446 Community Recovery Hub - \$372,867 Council Flood Support Fund 2022/2023 - \$181,036 Maribyrnong River & Stoney Creek Wildlife Protection & Habitat Creation - \$171,055 Building Control Pathway to Cladding Remediation Partnership Program - \$127,348 High-risk Waste Sites Local Government Capacity Building Project - \$116,729 Community Recovery Officer Program - Maribyrnong Flood - \$71,928 Grant to support Flood recovery Permit applications - \$66,090 Local Planning and Change Management - \$60,000 Maternal Clinical Multicultural Story Time grant - \$55,000 Enhanced Home Visiting Service - \$44,600 Circular Economy Household Education (External Funding) - \$40,000 Play Well Participation - \$33,511 Reducing Harm from Alcohol Project (RHAP) - VicHealth - \$28,420 Workforce Planning Support Program - 3YO Kinder EYM - \$18,525 Module Implementation Funding - Building Active Communities - \$5,000 Change Our Game Community Activation Grants Program. - \$1,500 Health and Wellbeing Planning - Offset reduction of (\$13,641) Culturally and Linguistically Diverse CALD Outreach
Note 3 Grants – Operating (recurrent) (\$7,724) Favourable	The recurrent grants unfavourable variance is due to Assessment & Care Management service has been stopped. This is forecasted to be expended under Materials and Services Note 9. The grants are as follows: <ul style="list-style-type: none"> - (\$30,579) for the Victorian Grants Commission General Purpose Grant (VGC) - (\$229,678) loss funding due to Assessment & Care Management ceased - (\$223,019) net total reduction funding in Commonwealth Home Support Program & HACC - \$387,080 total carried forward from the previous financial year to meet current year performance obligations. - \$14,667 in VicHealth funding for Youth Services to empower and enable women to get active through the local promotion of the 'This Girl Can - Victoria' program - \$12,301 increase CPI funding from Public Library grants - \$63,800 Culturally and Linguistically Diverse CALD Outreach (External funded program) - \$6,800 Vic Senior festival funding - \$700 Multicultural Story time grant - \$203 CPI increase for Tobacco Smoke grant

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Note No. Q2	Resource Group Major Variance Analysis
Note 4 Other Revenues \$293,723 Favourable	<p>The favourable variance in other revenues is primarily due to the following:</p> <ul style="list-style-type: none"> - \$167,191 recover costs related to fire services property levy - \$112,854 salary recovered for staff on external secondment - \$24,435 in additional CPI income related to long-term facility hire - \$22,000 hoarding cost reimbursement - \$15,000 additional revenue from events and activities - \$11,190 return of the unspent portion of community grants. - \$8,193 total net minor recover costs mainly related to utilities reimbursement - \$6,660 St Vincent De Paul Social Victoria Inc. rent - \$1,200 Rebate/ commission from investment, \$42 Jury services <p>Offset unfavourable variance of:</p> <ul style="list-style-type: none"> - (\$50,000) reduction in rental income due to 3 shops being vacant at the same time since July 2024 - (\$20,000) remove duplicate income from the Café Lease - (\$5,000) loss income from Birthday Parties program due to lack of resources.
Note 5 Rates \$347,250 Favourable	<p>Rates showed a favourable variance, primarily due to the following factors:</p> <ul style="list-style-type: none"> - \$313,981 Supplementary Rates - \$164,588 Waste Service Charge 2 - 3 Bin Users - \$80,000 Residential Vacant Land Rebate - \$4,500 Municipal Charge <p>Offset:</p> <ul style="list-style-type: none"> - (\$140,589) Rates Legal Costs Recovered - (\$40,230) Recreational and Culture 40% Discount - (\$35,000) Flood Rebate 50% 2nd Instalment
Note 6 Statutory Charges (\$91,675) unfavourable	<p>Revenue from statutory charges unfavourable variance, primarily due to:</p> <ul style="list-style-type: none"> - (\$42,000) reduction in Town Planning infringements due to high compliance - (\$16,750) the discontinuation of statutory fees for private planning scheme amendments effective from 14/06/24 - (\$35,259) reduction in income from health infringements due to increased compliance and the issuance of official warnings - Offset \$2,334 additional income related to FOI requests.
Note 7 User Charges (\$235,750) favourable	<p>The user fees and charges income is forecasted unfavourable, primarily attributed to the following factors:</p> <ul style="list-style-type: none"> - (\$600,000) reduction income from ticket machine fees - (\$99,881) reduction income from town planning permit due to a recent regulatory directive that all major development application requests be lodged directly to the State - (\$50,070) reduction income from MAC leisure centre fees - (\$29,014) reduction from aged services fees - (\$25,679) reduction income related to festival and filming permit - (\$10,000) reduction from at-call hard & GO waste services - (\$2,316) total net minor unfavourable variance <p>Offset favourable variance of:</p> <ul style="list-style-type: none"> - \$235,405 Significant increase in tree removal income, mainly due to the Footscray Hospital and Bardmill development projects. - \$135,227 increase income related to new foods business registrations - \$87,848 total net increase income from hire charge - \$59,062 increase income related to development fees

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Note No. Q2	Resource Group Major Variance Analysis
	<ul style="list-style-type: none"> - \$23,588 increase product sales income primarily through the sale of abandoned vehicles - \$12,764 additional income from photocopier charges - \$5,500 increase income from event ticket sales.
Note 8 Doubtful Debts (\$19,883) Unfavourable	Support shop owners in terminating their leases early due to challenges faced during the pandemic by waiving outstanding rental payments.
Note 9 Materials and Services (Including Contracts Services) (\$4,147,496) unfavourable	<p>The Materials and Services category unfavourable variance, primarily due to increased outgoing expenditure. This is partially offset by favourable variances outlined in Note 2 (Grants - Operating, non-recurrent) amounting to (\$1,785,414) and Note 3 (Grants - Operating, recurrent) totalling \$7,724. The key items include:</p> <ul style="list-style-type: none"> - (\$1,796,084) for agency temps, partially offset by favourable employee cost variances - (\$206,143) increase contract price due to new sites added to the contract as for the consolidation of parks maintenance programs, including maintenance of priorities & implementation of the integrated weed Management - (\$240,000) increase costs related to soccer oval turf replacement due to machinery breakdown - (\$89,451) increase costs related to software licenses mainly link to GISSA annual support and maintenance for stormwater drainage specifications - (\$60,007) total net increased in programs general - (\$80,000) New Year's Eve Festival - (\$80,000) cost relating to all monthly fees and communications with pay parking machines and sensors via city, including carpark monitoring fees - (\$80,000) unplanned service review for the Regulatory Services department - (\$60,000) rising costs primarily attributed to cataloguing community languages and processing library materials - (\$49,000) increased costs from wash bay servicing cleaning at the operations center - (\$47,000) increase costs in cleaning services due new contract price - (\$45,000) due to an increase in vehicle insurance premium renewals - (\$36,300) council sites on security network has increased - (\$21,340) due to higher general insurance premium renewals - (\$24,498) postage Charges - (\$14,324) membership & Subscriptions - (\$20,000) for an additional printing costs of the CEO newsletter related to Council elections - (\$13,725) increase cost in catering for Youth Service Engage program - (\$13,184) for the State Governance Levy under Section 69 of the Domestic Animals Act 1994, covering cat, dog, and domestic animal management and Fitzroy property management costs - (\$11,000) printing of rate instalment notices and reminders - (\$3,400) bank fees and charges related to Eftpos machines and BPoint (online payment using credit card) - (\$2,000) increase in water costs

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Note No. Q2	Resource Group Major Variance Analysis
	<p>Offset favourable variance as below:</p> <ul style="list-style-type: none"> - \$85,858 related to favourable from Tipping & Refuse Disposal - \$75,720 favourable contract payments from meal deliveries, associated with a reduction in aged services fees as noted in point 7 above. - \$70,300 favourable in consultants advisory for organisation wide - \$56,000 cash collection services fees from ticket machines at the Stanlake car park - \$61,000 favourable in contract payment related to debt collection agency - \$50,000 favourable from line marking program - \$30,000 favourable in security guard related to Braybrook Community Hub - \$25,000 favourable due to delayed in landfill buffer review work - \$24,000 favourable in centralised mobile charges for the Operations & Maintenance - \$20,000 favourable in contract services payment from emergency management of the fire hydrants maintenance - \$22,380 favourable in bin repairs, parts and maintenance - \$20,000 favourable in contract services for Link Community Transport - \$18,000 favourable in title & company searches required for recovery of outstanding rates - \$15,000 less requirement for the purchase of replacement bin inserts - \$15,000 favourable from uniforms PPE associated safety equipment for operations staff - \$10,000 favourable variance due to the cost of living research project and the human rights and social justice policy being completed in-house. - \$10,000 contribution from MCC for the My Smart Garden program - \$7,000 favourable in costs to engage real-estate agents buyer's advocates - \$5,000 favourable in short message service - \$3,000 advertising and Gazettal costs for leasing and sales.
Note 10 Employee Costs \$1,880,609 favourable	<p>The employee costs is attributed to a favourable variance of:</p> <ul style="list-style-type: none"> - \$1,222,603 resulting from vacant positions held throughout the organisation, plus - \$741,951 favourable in Workers Compensation contribution. <p>Offset:</p> <ul style="list-style-type: none"> - (\$30,000) allocated for recruitment payments for Project Managers - (\$25,945) in seminars and conferences including training cost - (\$5,000) Working with Children Check renewal across the organisation.
Note 11 Other Expenses \$28,798 favourable	<p>The favourable variance in other expenses is primarily due to:</p> <ul style="list-style-type: none"> - \$30,998 favourable in voting infringement follow up costs - Offset by a (\$1,200) increase in investment platform fees - An additional (\$1,000) in other audit service costs.

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5. Capital Works and Improvement Program

Council's Capital Works and Improvement Program consists of various projects including roads, footpaths, drainage works, transportation, parks and recreation, information technology and major redevelopment building projects.

This section provides an update on the delivery of the Program, identifies, and explains any variances to the adopted budget.

For 2024/2025, a budget of \$65.88 million was allocated to deliver new works, with projects carried forward from 2023/2024 of \$14.25 million giving a total of \$80.13 million (\$65.88 million + \$14.25 million). The adopted Capital and Asset Improvement Program for 2024/2025 comprises of 146 projects/programs. The funding for the Capital and Asset Improvement Program comprised \$7.22 million from grants, \$4.73 million from cash contribution, \$37.32 million from reserves, sale of assets \$0.40 million and \$30.46 million from rate revenue.

As Council's infrastructure assets continue to age and deteriorate, the challenge of managing and sustaining them becomes even greater. Officers undertake a detailed monthly review of all capital projects including financials, timelines, deliverables, risks and value management opportunities. This information is utilised in the compilation of this report.

Throughout the year, Council's capital program is influenced by a number of factors that were unforeseen at the time of budget development. For example, factors impacting upon Council's ability to deliver the capital program as planned include external factors such as delays in third party approvals, slower than expected responses to tenders and procurement, supply chain disruptions arising from global events, and latent weather conditions.

The total current budget of the following major projects amounts to \$48.04 million. Key project highlights in 2024/2025 FY are:

- Civic Precinct Redevelopment Year 3 (Town Hall & Civic Park) has incurred \$13.09 million against an annual forecast of \$13.96 million. Internal finishes and services have been completed as well as external works and Civic Park. Occupancy commenced in November.
- Waterslide and splash park project has a total budget of \$8 million inclusive of grants. The head contractor for this project went into liquidation which has resulted in project delays. Project is being re-scoped and further updates will be provided. Current year forecast expenditure is \$1 million with \$7 million to carry forward to FY2025-26.
- Joseph Road Public Realm works YTD expenditure is \$4 million. The annual budget for this project is \$6.45 million. Joseph Rd Public Realm works was advertised concurrently with the re-tendered Cowper Street works, aiming to attract more competitive submissions. The contract duration is 11 months.
- Works commenced on Cowper Street in April 2024 and the project is well underway. The annual adopted budget has been revised to \$6 million with actual expenditure of \$3.2 million to date.
- Quarry Park Landscape Upgrade and Capping has an annual budget of \$1.94 million including funding for soil remediation. The Contract was awarded on 21 May 2024 for \$2.35 million with completion expected in April 2025. The current year's forecast expenditure has been adjusted to \$2.82 million and incurred \$0.67 million to date. Land remediation process has now commenced.
- Hansen Reserve - Sports Field and Lighting design work is complete. The project has incurred \$0.84 million against annual budget of \$0.54 million. Current forecast is \$1.6 million. Construction of the soccer/multipurpose fields commenced in May 2024 and expected to be completed to establishment phase in 2024. Lighting tenders will be issued in the second quarter 2024/2025.

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- RecWest Footscray and Shorten Reserve project has an annual forecast of \$5.32 million. Community consultation on Masterplan update completed and engagement report has been issued. Schematic design complete with updated master plan was endorsed by Council in Aug 2024. Detailed design and procurement strategy is now underway. Officers are liaising with Sport and Recreation Victoria to progress the development of a funding agreement for the State Government's \$10 million commitment to the project.
- Roads renewal program YTD expenditure is \$2 million against budget of \$4.97 million. Current forecast is \$5.49 million.
- Roads resurfacing program YTD expenditure is \$0.12 million against annual budget of \$1.60 million for 16 projects that are all in progress.
- Bicycle Network upgrade program (Active Transport) including Sunshine Transport Precinct
- Activation has incurred \$0.17 million against annual budget of \$1.04 million.

Capital Current Budget to Forecast Variance Summary

Capital Actual Vs Budget Variance Summary - December 2024	Amount \$000
Net Capital Budget 2024/2025	30,460
Net Forecast 2024/2025	-25,578
Net Variance before carry forwards	4,882
Council Funds Carried forward to 2025/2026 (Note 12)	-5,645
Capital Improvement - Budget to Forecast Net surplus/ (Deficit) – after carry forwards	(763)

Carried Forward Projects

Carried Forward to 2025/2026 (Note 12)	Council Funds	Grants	Carry Forward Reserve	Major Projects Reserve	Total Carry- Forward
	\$000	\$000	\$000	\$000	\$000
Hansen Reserve Pavilion - schematic & detail design	900	-	100	-	1,000
Pipemakers Park - Visitor Centre and Machine Shop	480	-	220	-	700
MAC - Waterslide and splash park (Y1 - detail design & part construction)	-	551	-	6,449	7,000
Road Renewal - Summerhill Road - West Footscray (Ballarat to Essex)	2,500	-	243	-	2,743
Annual Early Years Facility Playground Upgrade Program - Angliss Childcare Centre	600	-	-	-	600
Henry Turner North Reserve - Cricket Net Redevelopment	214	-	-	-	214
Footscray Trugo Club Pavilion - Detailed design	-	-	-	1,365	1,365
Yarraville Oval Pavilion - Concepts and Elevations	-	-	15	-	15
CAP35 - Forward Planning and Design for Early Years Facilities	250	-	-	-	250
Yarraville Cricket Club - Multipurpose Nets	214	-	-	-	214
Maidstone Child and Family Centre	100	-	-	-	100

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Carried Forward to 2025/2026 (Note 12)	Council Funds	Grants	Carry Forward Reserve	Major Projects Reserve	Total Carry-Forward
	\$000	\$000	\$000	\$000	\$000
MAC Column Design and Rectification	280	-	-	-	280
CAP32-Phoenix Youth Centre - Building Works Upgrade - Design	107	-	-	-	107
Total carry-forward to 2025/2026	5,645	551	578	7,814	14,588

Adjusted Capital Variance

Reconciliation to Adjusted Capital Variance	Amount \$000
Project Terminated (Note 13)	321
Projects under/over (Note 14)	-1,084
Transfer from Reserve (Adjust existing projects by \$0.763 million)	-763

Terminated Project - (Note 13)	Amount \$000
Phoenix Youth Centre - Stage 3 Building Works - Construction Phase	321
Total terminated project	321

Project Description - Under/Over (Note 14)	Asset Type	Amount \$000
Grant - RTR Roads to Recovery	Roads	-245
RD (Road) Improvement Program	Roads	425
CAP145&147 - Cowper Street Design & Construction	Roads	-150
Alice Street: Fehon St to Dead End	Roads	-13
Yarraville Cricket Club - Multipurpose Nets Redevelopment	Recreational, Leisure and Community Facilities	-200
Hansen Reserve - Sports Playing Field and Lighting	Parks, Open Space and Streetscapes	-565
Beachley Street Braybrook Shopping Strip Renewal (DJPR Co-funded)	Parks, Open Space and Streetscapes	-20
Harris Reserve Master Plan Implementation - Landscaping, path renewal and shelter	Parks, Open Space and Streetscapes	90
Fogarty Avenue Yarraville - Design & Construction Raised Pedestrian Crossing	Footpath and Cycleways	-6
Paisley Street Sink Hole Emergency Works	Footpath and Cycleways	-296
Hansen Reserve Pavilion - schematic & detail design	Buildings	170
Pipemakers Park - Visitor Centre and Machine Shop	Buildings	73
MAC - HVAC	Buildings	578

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Project Description - Under/Over (Note 14)	Asset Type	Amount \$000
Annual Early Years Facility Playground Upgrade Program (10 Years) 22/23	Buildings	37
Waterside Metal Arts Studio - Design/Investigation	Buildings	169
Public Toilet Strategy 22/23 - Yarraville Garden Toilet	Buildings	-620
West Footscray Neighbourhood House Kitchen Upgrade	Buildings	32
CAP13 - Footscray Library (Light Refurbishment)	Buildings	77
CAP14 - Bluestone Church Arts Space (BCAS) - Kitchen and Box Office Renewal	Buildings	44
CAP17 - Asset Plan for Drill Hall	Buildings	44
Maidstone Child and Family Centre	Buildings	109
Yarraville Community Centre - WGP40 Kitchen and meeting area upgrade	Buildings	-20
MAC Column Design and Rectification	Buildings	-290
CAP33-Phoenix Youth Centre - Landscape Works - Design	Buildings	60
Little Saigon Lift Replacement	Buildings	-100
Footscray Wharf Public Toilet (WGTP co-funded)	Buildings	-467
Total Project under/over budget		-1,084

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6. Financial Statements

Comprehensive Income Statement Q2 2024/2025 Financial Statements	2024/2025 Q2 Actuals \$'000	2024/2025 Annual Budget \$'000	2023/2024 Annual Actuals \$'000
Income			
Rates and charges	128,561	128,684	124,255
Statutory fees and fines	6,226	12,929	11,064
User fees	6,467	12,747	12,408
Grants - operating	7,117	7,276	5,294
Grants - capital	7,291	6,623	5,094
Contributions - monetary	2,444	3,561	3,679
Contributions - non monetary	208	-	2,541
Other income	4,445	6,605	9,217
Total income	162,759	178,425	173,552
Expenses			
Employee costs	33,041	67,639	58,917
Materials and services	31,837	68,602	66,762
Depreciation and amortisation	11,031	19,878	21,074
Amortisation - right of use assets	648	1,125	1,445
Bad and doubtful debts	1,387	3,000	1,994
Borrowing costs	114	282	122
Finance costs - leases	49	94	146
Net loss on disposal of property, infrastructure, plant and equipment	74	1,343	1,615
Other expenses	256	1,267	564
Total expenses	78,437	163,230	152,639
Surplus/(deficit) for the year	84,322	15,195	20,913
Other comprehensive income	-	-	-
Net asset revaluation increment/(decrement)	-	-	9,656
Total comprehensive result	84,322	15,195	30,569

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Balance Sheet Q2 2024/2025 Financial Statements	2024/2025 Q2 Actuals \$'000	2024/2025 Annual Budget \$'000	2023/2024 Annual Actuals \$'000
Assets			
Current assets			
Cash and cash equivalents	17,002	35,860	23,777
Other financial assets	104,000	35,100	103,620
Trade and other receivables	75,863	15,772	19,226
Inventories	19	14	19
Prepayments	1,095	2,191	4,609
Non-current assets classified as "held for sale"	-	-	-
Other assets	1,242	1,819	1,674
Total current assets	199,221	90,756	152,925
Non-current assets			
Trade and other receivables	269	300	257
Property, infrastructure, plant and equipment	1,424,185	1,455,373	1,404,410
Right-of-use assets	2,143	1,854	2,791
Intangible asset	2,589	2,905	3,071
Total non-current assets	1,429,186	1,460,432	1,410,529
Total assets	1,628,407	1,551,188	1,563,454
Liabilities			
Current liabilities			
Trade and other payables	3,939	8,068	13,664
Trust funds and deposits	3,322	3,194	3,316
Unearned income	538	2,882	9,308
Provisions	14,355	14,965	14,097
Accrued interest	-	-	-
Interest-bearing liabilities	478	910	944
Lease liabilities	1,292	716	1,133
Total current liabilities	23,924	30,735	42,462
Non-current liabilities			
Provisions	1,533	900	1,533
Interest-bearing liabilities	8,681	7,697	8,681
Lease liabilities	1,006	1,266	1,837
Total non-current liabilities	11,220	9,863	12,051
Total liabilities	35,144	40,598	54,513
Net assets	1,593,263	1,510,590	1,508,941
Equity			
Accumulated surplus	538,458	503,062	454,136
Reserves	1,054,805	1,007,528	1,054,805
Total Equity	1,593,263	1,510,590	1,508,941

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Statement of Changes in Equity				
Q2 2024/2025 Financial Statements				
	Total	Accumulated	Revaluation	Other
Q2 Actuals 2024/2025	\$'000	Surplus	Reserve	Reserves
		\$'000	\$'000	\$'000
Balance at beginning of the financial year	1,508,941	454,136	963,537	91,268
Surplus for the year	84,322	84,322	-	-
Net asset revaluation increment	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of Q2	1,593,263	538,458	963,537	91,268
	Total	Accumulated	Revaluation	Other
	\$'000	Surplus	Reserve	Reserves
Annual Budget 2024/2025		\$'000	\$'000	\$'000
Balance at beginning of the financial year	1,495,395	460,771	953,881	80,743
Surplus for the year	15,195	15,195	-	-
Net asset revaluation (decrement)	-	-	-	-
Transfers to other reserves	-	(11,414)	-	11,414
Transfers from other reserves	-	38,509	-	(38,509)
Balance at end of the financial year	1,510,590	503,061	953,881	53,648
	Total	Accumulated	Revaluation	Other
Annual Actuals 2023/2024	\$'000	Surplus	Reserve	Reserves
		\$'000	\$'000	\$'000
Balance at beginning of the financial year	1,478,372	418,662	953,881	105,829
Surplus for the year	20,913	20,913	-	-
Net asset revaluation (decrement)	9,656	-	9,656	-
Transfers to other reserves	-	(27,890)	-	27,890
Transfers from other reserves	-	42,451	-	(42,451)
Balance at end of the financial year	1,508,941	454,136	963,537	91,268

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Statement of Cash Flows Q2 2024/2025 Financial Statements	2024/2025 Q2 Actuals \$'000 Inflows/ (Outflows)	2024/2025 Annual Budget \$'000 Inflows/ (Outflows)	2023/2024 Annual Actuals \$'000 Inflows/ (Outflows)
Cash flows from operating activities			
Rates and charges	70,510	128,303	122,270
Statutory fees and fines	5,058	6,707	8,963
User fees	5,316	12,747	13,460
Grants - operating	4,900	7,282	5,249
Grants - capital	2,472	6,623	2,597
Contributions - monetary	2,444	3,561	3,728
Interest received	3,041	5,012	8,450
Trust funds and deposits taken	9,611	960	13,730
Other receipts	2,781	3,538	4,194
Net GST refund	6,051	-	11,315
Employee costs	(32,898)	(67,727)	(59,249)
Materials and services	(41,208)	(69,012)	(69,819)
Short-term, low value and variable lease payments	(80)	-	(110)
Trust funds and deposits repaid	(9,605)	(1,358)	(14,266)
Other payments	(3,297)	(1,267)	(7,209)
Net cash provided by/(used in) operating activities	25,096	35,369	43,303
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(30,541)	(64,338)	(61,037)
Proceeds from sale of property, infrastructure, plant and equipment	351	480	465
Payments for investments	(28,000)	-	(151,620)
Proceeds from sale of investments	27,620	22,000	119,100
Net cash provided by/(used in) investing activities	(30,570)	(41,858)	(93,092)
Cash flows from financing activities			
Finance Costs	(114)	(282)	(122)
Proceeds from borrowings	-	-	7,000
Repayment of borrowings	(466)	(883)	(375)
Interest paid - lease liability	(49)	(94)	(155)
Repayment of lease liabilities	(672)	(1,163)	(1,457)
Net cash provided (used in) financing activities	(1,301)	(2,422)	4,891
Net increase (decrease) in cash and cash equivalents	(6,775)	(8,911)	(44,898)
Cash & cash equivalents at the beginning of financial year	23,777	44,771	68,675
Cash and cash equivalents at the end of the financial year	17,002	35,860	23,777

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Statement of Capital & Improvement Works Q2 2024/2025 Financial Statements	2024/2025 Q2 Actuals \$'000	2024/2025 Annual Budget \$'000	2023/2024 Annual Actuals \$'000
Property			
Land	-	-	1,921
Land improvements	-	-	-
Works in progress	-	-	46
Total land	-	-	1,967
Buildings	11,216	28,757	958
Works in progress	3,195	-	31,855
Total buildings	14,411	28,757	32,813
Total property	14,411	28,757	34,780
Plant and equipment			
Plant, Machinery and Equipment	387	1,500	2,018
Computers and Telecommunications	-	2,582	714
Library Books	-	920	545
Works in progress	1,042	-	-
Total plant and equipment	1,429	5,002	3,277
Infrastructure			
Roads	1,200	20,846	4,207
Bridges	-	300	4
Footpath and cycle ways	6	1,664	702
Drainage	21	-	415
Recreational, Leisure and Community Facilities	22	245	2,576
Waste management	-	-	145
Parks, Open Space and Streetscapes	2,042	6,426	1,206
Off street Carparks	-	350	-
Other Infrastructure	-	748	64
Works in progress	11,410	-	12,889
Total infrastructure	14,701	30,579	22,208
Total capital works expenditure	30,541	64,338	60,265
New	118	13,131	143
Renewal	1,679	14,073	12,340
Upgrade	13,097	-	2,993
Expansion	-	37,134	-
Works in progress	15,647	-	44,789
Total capital works expenditure	30,541	64,338	60,265

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Financial Summary

Management Report 2024/2025 - 31 December 2024							
Summary (\$'000)							
Branch	YTD Actuals	YTD Current Budget	YTD Variance	Annual Adopted Budget	Annual Forecast Budget	Carried Forward	Budget plus CFwd to Forecast Variance
Operating Expenditure							
Community Services	10,905	10,869	(36)	21,178	21,796	-	(617)
Corporate Services	14,061	14,019	(42)	36,793	35,947	-	846
Infrastructure Services	21,783	21,403	(380)	42,146	42,975	-	(829)
Planning and Environment Services	17,524	19,621	2,097	40,236	41,882	-	(1,646)
Operating Expenditure Total	64,273	65,912	1,639	140,353	142,600	0	(2,246)
Initiatives Expenditure							
Community Services	49	-	(49)	50	62	-	(12)
Initiatives Expenditure Total	49	-	(49)	50	62	0	(12)
Capital Expenditure							
Community Services	465	697	232	1,691	1,466	-	225
Corporate Services	645	1,064	419	2,582	2,582	-	-
Infrastructure Services	33,207	30,396	(2,811)	59,886	70,518	13,873	3,241
Planning and Environment Services	819	865	46	1,720	3,040	380	(940)
Capital Expenditure Total	35,136	33,022	(2,114)	65,879	77,606	14,253	2,526
Expenditure Total	99,458	98,934	(524)	206,282	220,268	14,253	268
Operating Income							
Community Services	3,362	1,806	1,556	4,270	4,699	-	429
Corporate Services	134,738	133,223	1,515	137,454	137,912	-	458
Infrastructure Services	5,488	3,540	1,948	9,668	10,195	-	527
Planning and Environment Services	10,770	9,763	1,007	19,421	20,197	-	776
Operating Income Total	154,358	148,332	6,026	170,813	173,003	0	2,190

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Management Report 2024/2025 - 31 December 2024							
Summary (\$'000)							
Branch	YTD Actuals	YTD Current Budget	YTD Variance	Annual Adopted Budget	Annual Forecast Budget	Carried Forward	Budget plus CFwd to Forecast Variance
Initiative Income							
Community Services	53	-	53	50	62	-	12
Initiative Income Total	53	-	53	50	62	-	12
Capital Income							
Community Services	100	-	100	-	21	-	21
Infrastructure Services	8,382	7,139	1,243	34,899	50,807	13,873	2,035
Planning and Environment Services	1,567	523	1,044	520	1,200	380	300
Capital Income Total	10,049	7,662	2,387	35,419	52,028	14,253	2,356
Revenue Total	164,460	155,994	8,466	206,282	225,093	14,253	4,558
Projects Transferred to Reserve/Carry forward							
Total	-65,002	-57,060	7,942	-	-4,825	0	4,826
Council Operation - Budget to Forecast Net surplus/ (Deficit)							(56)
Capital Improvement - Budget to Forecast Net surplus/ (Deficit)							4,882
Net adjusted Annual Budget to Forecast Variance Fav/(Unfav)							4,826

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7. Additional Information

The following information is to demonstrate the following:

Appendix 1 - Council Action Plan 2024/25 Progress Status Report Q2.

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8. Appendix 1 - Council Action Plan 2024/2025 Progress Status Report Q2

Blue shade indicates Major Initiative

HW indicates Health and Wellbeing Strategy/Actions

Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
1.1 Delivery the climate emergency strategy outcomes HW	City Sustainability	1.1.1 Develop and implement Climate Emergency Action Plan (Years 1 – 4), noting zero emissions by 2030 *	Annual progress report to Council	30 June 2025	Development of the Climate Emergency Action Plan (Years 1 – 4) Completed. CEAP implementation continues, with more details in items below as per actions under the City Sustainability reporting items.	In Progress – to target
		1.1.2 Develop and implement a Climate Emergency Adaptation Framework	Annual progress report to Council	30 June 2025	Development of the framework and implementation tools is underway. - Four internal workshops completed in November/December 2024 with the Community Services & Social Infrastructure Planning and the Recreation & Open Space teams to test climate scenarios and inform the framework development.	In Progress – to target
		1.1.3 Support our community to understand and take action on climate emergency with a goal of zero community emissions by 2030	Annual progress report to Council	31 March 2025	Ongoing engagement and education initiatives continue to be implemented. - Promoting sustainable opportunities, facilitating information and access to renewable energy opportunities through online social media platforms and through Council's sustainability newsletter Possum Post (3 issues in last quarter). - Council delivered 98 events, that covered themes such as, Sustainability, My Smart Garden, Recycling & Waste School incursions and electric vehicles to name a few, that reached 4790 residents. - The Adaptation Game (TAG) development continues - one game session run with GenWest Community Group to test and inform refinement.	In Progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
		1.1.4 Investigate renewable energy options and projects for Council and the community	Annual progress report to Council	30 June 2025	<p>Planning and design for renewable energy and battery storage projects is progressing in 2024-25.</p> <p>“Getting Off Gas Program”</p> <ul style="list-style-type: none"> -Contractor engaged to conduct works at the Ops Centre North Building and remove gas dependent equipment, initiative delivered under the - Achievement was a reduction of Council’s annual CO2 emissions by 38 tonnes. Resulting what was the second biggest council building CO2 emitter, be powered with 100% renewable electricity. <p>Continue to promote the Business Renewables Buying Group opportunities for businesses and Solar Savers for residential properties.</p>	In Progress – to target
1.2 Reduce waste production, increase diversion from landfill and improve recycling services <i>HW</i>	Assets & Capital/ Engineering	1.2.1 Deliver actions under the Towards Zero Waste Strategy 2019-2030, including diverting 45% of waste from landfill by 2025, and 60% by 2030 *	Annual progress report to Council	30 June 2025	<p>Implementation of the Strategy continues, simultaneously the Strategy is currently undergoing a review which will be completed in 2025.</p> <ol style="list-style-type: none"> 1. Sustainability Victoria grant implementation continues through the implementation of the “Bin it Better” recycling education campaign. + Resident Survey round 2 is underway for recycling behaviours and effectiveness of campaign. 2. Council’s kerbside collection contractor’s trucks have had “Bin it Better” collateral installed. 3. Kerbside bin inspections conducted for 1,000 households. 4. Hard waste drop off weekend conducted in December resulting in 527 households accessing the service, with 170 tonnes of waste being collected including tyres, car batteries, gas bottles and oil. 5. Council participated in the Australia Garage Sale Trail, facilitating the involvement of 91 stalls in Maribyrnong across two weekends with an estimated 40.5 tonnes diverted from landfill. Two Council facilities, Maribyrnong Library and Footscray Library also participated in this initiative. 	In Progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
		1.2.4 Use recycled and low carbon materials in construction, infrastructure, renovation and maintenance projects.	Annual report to Council including quantity of recycled materials used in Council projects	30 Apr 2025	<p>Council recognises that we are in a state of climate emergency and as part of this commitment has to change the way that we operate to reduce our footprint.</p> <p>A report will be drafted for Council towards the end of financial year and will recommend a framework be developed to enable collection of meaningful data to track ongoing progress of circular economy and low carbon approaches in infrastructure projects.</p> <p>Current examples of the use of recycled and low carbon materials in infrastructure projects include;</p> <ul style="list-style-type: none"> - Reuse of shelters and playground equipment from Footscray park to various locations in the municipality - Timber posts from Footscray Park being donated to Men's Shed for reuse - Western lawn crushed rock path base reused at Hansen Reserve for construction access road. - Lae street nursery blue stone pitchers reused as furniture - Low VOC paints used on all building projects - Green asphalt and eco-friendly concrete used on road and footpath projects 	In Progress – to target
			Annual Project and Capital review	30 April 2025	A report will be drafted for Council towards the end of financial year and will recommend a framework be developed to enable collection of meaningful data to track ongoing progress of circular economy and low carbon approaches in infrastructure projects.	In Progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
	City Sustainability	1.2.5 Develop and implement single use plastics Policy and Action Plan to support current programme	Annual progress report to Council	31 December 2024	<p>Maribyrnong Single-use Plastic Policy Development completed in 2021.</p> <ul style="list-style-type: none"> - Towards Zero Waste Strategy is under review due to scope change, with the Single-use Plastic Policy being considered as part of that review. - Focus on establishing good staff waste and recycling behaviours within the new CPACH office including use of re-usable coffee cups at local cafes. 	In Progress – delayed
1.3 Enhance the natural and urban environment, by planting more trees and protecting water ways <i>HW</i>	City Sustainability	1.3.1 Develop and implement the Integrated Water Management Strategy and Action Plan	Annual progress report to Council	30 June 2025	<p>Integrated Water Management Strategy and Action Plan – Development completed and endorsed by Council 21 May 2024. Implementation of the Action Plan is ongoing.</p> <p>Council attended one Stony Creek Stormwater Treatment and Harvesting Opportunities meeting.</p> <p>Currently reviewing the Bradmilll Stormwater storage design.</p>	In Progress – to target
		1.3.2 Develop and implement the Biodiversity Plan and Action Plan	Annual progress report to Council	30 June 2025	Plan under development, with draft being circulated with internal teams, Traditional Owner and targeted community groups. Draft Plan expected to be presented to Council in mid-2025.	In Progress – to target
	Recreation & Open Space	1.3.3 Update the Urban Forest Strategy and Action Plan	Annual progress report to Council	30 April 2025	Annual progress report will be presented to Council in April 2025	In Progress – to target
		1.3.4 Implement Stony Creek Future Directions Plan 2020	Annual progress report to Council	1 May 2025	Implementation is ongoing and a progress report will be presented to Council in May 2025.	In Progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
		1.3.5 Include the "Stony Creek stormwater treatment and harvesting – Design Flow Report – May 2019" with the implementation of the Stony Creek Future Directions Plan	Annual progress report to Council	31 May 2025	The Integrated Water Management Strategy was endorsed in May 2024 and captures the strategic intent of the Design Flow report. The recommended actions from the Design Flow are being reviewed.	In Progress – to target
1.4 Creating additional and accessible open space <i>HW</i>	Recreation & Open Space	1.4.1 Implement the Open Space Strategy 2014-2032	Make annual improvements to Reserves as outlined in the Open Space Strategy	28 February 2025	Master plans and budgeted improvements for implementation of adopted plans are being undertaken.	In Progress – to target
			Annual progress report to Council	30 June 2025	Annual progress report to be presented to Council in June 2025.	In Progress – to target
		1.4.2 Implement the Hansen Reserve Masterplan	Annual progress report to Council	30 June 2025	Implementation is ongoing with an upgraded playing surface for soccer and cricket to be complete by March 2025 and new sports field lighting to be completed by May 2025.	In Progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
2.1 Promote and design, low carbon, green, safe, aesthetic and connected neighbourhoods <i>HW</i>	Libraries Arts and Culture	2.1.1 Implement the Public Art Strategy 2019-2029	Annual progress report to Council	31 May 2025	<p>The Community Report Card was presented at Council Briefing in September 2024.</p> <p>Achievements:</p> <ol style="list-style-type: none"> 1. Mid-way through the delivery of the Public Art Strategy and progressing to target. 2. Q2 sees the completion of two StreetWORKS murals (Maribyrnong Community Centre & Pride Mural), 3. Installation of billboard photography series for the Creative Place program, support for First Nations artwork at the Civic Green and Bunbury Street, along with a number of collaborations with the City Design team. 4. Completed cleaning, repairs and maintenance of public artworks at Footscray Park and Pipemakers Park. 5. The City's Art & Heritage Collection is being returned to the Civic Centre for an exhibition in Town Hall "Summer Road to Salt Water" which will open in February 2025. 	In Progress – to target
	City Development	2.1.4 Develop medium density guidelines, which will include vegetation protection principles, to guide development for built form across the City	Annual progress report to Council	31 May 2025	The Maribyrnong Medium Density Guidelines were adopted by Council at the City Development Delegated Committee Meeting on 26 April 2023. The Guidelines will form the basis for design recommendations to be progressed as part of the Housing Strategy in 2025.	In Progress – to target
2.2 Provide accessible opportunities for all our community to achieve physical, mental and social wellbeing <i>HW</i>	Community Services & Social Infrastructure Planning	2.2.1 Implement 0-25 Strategy for children, young people and their families 2030	Annual progress report to Council	31 December 2024	A further progress report to detail the implementation of the Strategy will be presented to Council in March 2025.	In Progress - delayed
	Recreation and Open Space	2.2.2 Implement the Healthy and Active Framework 2021-2025	Annual progress report to Council	31 December 2024	<p>The project has been re-scoped to include a review of Active Maribyrnong.</p> <ul style="list-style-type: none"> - Consultation with Vic Health, Sport and Recreation Victoria and Australian Sports Commission is underway. 	In Progress - to delayed

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
					<ul style="list-style-type: none"> - A Memorandum of Understanding (MOU) with VicHealth has been executed to provide advice and support. Following the commencement of the Local Government Partnership Program with VicHealth - Active Maribyrnong team have implemented a series of new initiatives all targeted at providing and promoting opportunities for the community to be active. 	
	Recreation & Open Space	2.2.3 Develop and implement the Aquatic Strategy 2021-2025	Annual progress report to Council	31 December 2024	Stage One of the Master Plan has been completed, Stage Two, the construction of Water Slides and Splash Park have been delayed due to the builder going into liquidation. Council is looking to retender early in 2025 for this project. Progress on the Decarbonising of Maribyrnong Aquatic Centre is awaiting a Funding announcement from the Federal Government through their Community Energy Upgrades Fund Program.	In Progress - delayed
		2.2.4 Implement the Indoor Stadium Strategy 2019	Annual progress report to Council	30 June 2025	Implementation continuing. Actions underway include Mclvor Reserve Design and RecWest Footscray Schematic design.	In Progress - to target
		2.2.5 Implement the Outdoor Sport and Recreation Facilities Future Directions Plan 2021-2025	Annual progress report to Council	31 December 2024	Plan will be finalised in March 2025 with first annual progress report to follow.	In Progress - delayed
	Engineering and Transport	2.2.7 Develop and consult on a Walking Strategy (within the Active Transport Framework)	Annual progress report to Council	31 October 2024	Annual progress report is in progress with walking maps and capitals works program identified for priority activity centre upgrades. The report will be presented in June 2025.	In Progress - delayed

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
2.3 Promote and partner with community to build resilient tourism, circular and local economies <i>HW</i>	City Futures	2.3.1 Continue to deliver objectives of the Maribyrnong Tourism and Visitation Strategy and Action Plan	Review Strategy and Action Plan Maribyrnong Tourism and Visitation Strategy and Action Plan	31 December 2024	This strategy is being reviewed as part of the development of the new Creative Maribyrnong Strategy. The first round of community engagement was undertaken in September 2024.	In Progress - delayed
			Annual progress report to Council	30 June 2025	Activities in this period that support the visitor economy include Council's New Year's Eve concert and fireworks, working in partnership with the Melbourne Fringe Festival to deliver Fringe Westside, Melbourne International Jazz Festival and working with Western Melbourne Tourism on the development of a consumer-facing website.	In Progress - to target
		2.3.2 Investigate options to enhance and support night time tourism opportunities in local activity centres	Annual progress report to Council	31 May 2025	Applications to the Love Your West Grants Program 2024/25 opened on 28 October and closed on 25 November 2024. 30 eligible applications were received across the Place-based Initiatives (Quick Response) and Night Time Diversification streams. Following assessment, a total of 17 applications were recommended for funding for activities to occur between February and June 2025. The recommendations represent a diverse array of activities in style, theme and intended audience with an emphasis on those taking place in priority precincts. Support for these initiatives will ensure the Program's key aims of creatively activating public spaces and enhancing Maribyrnong's night time reputation are met.	In Progress - to target
		2.3.3 Support the business community and actively promote the City for business	Annual progress report to Council	30 June 2025	Achievements for Q2: <ul style="list-style-type: none"> - In November 2024, the "Business Elevate Program" reached record number of applicants. Recipients have been matched with local suppliers and services will be delivered in Q3 and Q4 of 2024-25. - The Maribyrnong Business Networking Lunch was held on 22 November at Whitten Oval with record number of guests. - The 'She's the Boss' Women in Business networking event was held on 12 December with 40 people attending. 	In Progress - to target

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					<ul style="list-style-type: none"> Series 4 of the "How the West is #1" Business Podcast series was released with 5 business owners profiled. Business Concierge Service processed 119 new business permit queries in Q2, averaging 11 new queries each week. 	
		2.3.4 Review and update Festivals City Program and implement new, emerging and accessible festivals	Annual progress report to Council	30 April 2025	The ongoing implementation of the Framework continues to be delivered which emphasises the support for new, emerging and accessible festivals and events. This period, Council has provided support for community events including Show Us Your Westside art exhibition, and Multicultural Family Day Out.	In Progress - to target
2.4 Reduce traffic and trucks on our local roads, to improve safety, air quality and health outcomes <i>HW</i>	City Sustainability	2.4.1 Develop and implement the Air Quality Improvement Plan and Action Plan	Annual progress report to Council	31 August 2025	<p>Development of the Air Quality Improvement Plan and Action Plan was completed in 2022.</p> <p>Implementation of the Air Quality Improvement Plan and Action Plan is ongoing with Council involved updating website with educational content, working with Melbourne University to support an "anti-idling campaign" – funding application was unsuccessful, meeting with Department Transport and Planning and other stakeholders to explore options for a Low Emissions Zone in the inner west. Provide Air Quality advice to the planning application process to influence better health outcomes for sensitive uses such as childcare centres.</p>	In Progress - to target
2.5 Improve active and green transport across the municipality <i>HW</i>	Engineering Services	2.5.1 Implement Maribyrnong Bicycle Strategy	Annual progress report to Council	31 August 2024	<p>Council is reviewing and updating the existing Maribyrnong Integrated Transport Strategy (MITS) by mid-2025, including consideration of priorities set in the current Bicycle Strategy.</p> <p>Various phases of planning, design, and delivery of Cycling Projects and Initiatives have progressed in the municipality in collaboration with our transport partners, including:</p> <ul style="list-style-type: none"> West Gate Tunnel Cycling Veloway: <ul style="list-style-type: none"> Veloway overpass connection - has been lifted into place. 	In Progress - delayed

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					<ul style="list-style-type: none"> ○ Harris St - Connections into Harris Street have been largely completed via Hyde and Whitehall St. Harris St connection has been constructed. This is being finalised and not yet commissioned. ○ Hyde Street to Somerville Road protected bike lane have been largely completed are actively progressing some final touches like final line marking etc. ○ Pop-Up Bike Lanes Trials: Council been working with DTP to finalise trials and make most permanent in 2025. ○ North-South Cycling Corridor Study: Commenced to support the MITS update. Draft Study being finalised late 2024 for deliberation in 2025 in the MITS. - Sunshine Precinct Activation Projects: <ul style="list-style-type: none"> ○ Lacy Street: Shared path completed in 2024. ○ Ballarat Road/Melon Street: Design progressing on Pedestrian Operated Signal. ○ Medway Shared Path Link: To be constructed with Melbourne Water project. Tenders have been evaluated for project by Melbourne Water. Program for delivery being developed. - Joseph Road Precinct: Cycle lane and road safety interim improvements on Hopkins Street delivered in late 2024 - complete. <ul style="list-style-type: none"> ○ Joseph Rd Pedestrian Crossing – Interim crossing in Joseph Rd – late 2024 completed ○ Hallenstein St Crossing – Interim Crossing – late 2024 completed ○ Warde St – Interim Crossing – 2024 completed - Joseph Rd/ Hopkins St Pedestrian and Cycle Lanes - Ongoing planning for next phase for path – Ongoing Planning 	

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					<ul style="list-style-type: none"> - Distributor Roads Program: Delivered resurfacing and improved line marking for cycle lanes on Somerville Road, Rosamond Road, and Mitchell Street. Separated Bike Lanes / Shared Path Facilities: Designs progressing for Churchill Avenue, Dempster Street, Geelong Road Stage 2 and Moreland Street. 	
		2.5.2 Advocate for improved low emission public transport solutions	Progress report in the bi-annual Advocacy Report	31 December 2024 30 June 2025	Completed as State Government has rolled out zero emission buses.	Completed
3.1 Build upon our community strengths and assets, to enable community led activities <i>HW</i>	Inclusive Communities	3.1.1 Implement the community grants program and extend training and support to all applicants, including First Nations and diverse Cultural Group applicants	Annual progress report to Council which includes a demographic breakdown of all applicants and successful applications	30 June 2025	Annual Community Grants Program process for 2024-2025 is completed. <ul style="list-style-type: none"> - Annual budget \$255,000 - 70 eligible community grants applications were submitted - Independent Review Panel (IRP) meeting held 16 Oct 24 and the IRP recommended funding 22 applications. - Recommendations report detailed all successful applications. Report endorsed at the Tuesday 10 December Council 	Completed
3.2 Strengthen inclusion and cohesion by removing barriers to participation in all aspects of community life <i>HW</i>	Inclusive Communities	3.2.1 Develop and implement the LGBTIQ+ Strategy and Action Plan	Annual progress report to Council	31 October 2024	The LGBTIQ+ Strategy and Action Plan 2022-2026 was endorsed by Council in October 2022. <p>The vision of the Strategy is that all LGBTIQ+ people are safe and healthy, and their diverse identities are celebrated. The Strategy's implementation is ongoing and reported annually through the Community Report Card.</p> Implementation highlights of Q2 2024 include: <ul style="list-style-type: none"> - Conducted the Internal Working Group (IWG) 14 Nov 2024. - Participation in the Brimbank LGBTIQ+ Safety Summit 11 Dec 2024 	Completed

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
					<ul style="list-style-type: none"> - Collaboration with Arts & Culture preparing for midsumma 2025. - Registration in the annual Pride March in 2025. - The 2024/25 Community Report Card is due in Q1 of the 2025/26 financial year. 	Completed
		3.2.2 Develop and implement the Disability Action Plan (DAP)	Annual progress report to Council	30 June 2025	<p>The DAP 2022-2026 was endorsed by Council in June 2022.</p> <p>The DAP 2022-2026 aims to address and remove the physical, communication, social and attitudinal barriers faced by people with disability. It promotes access and inclusion with the aim that these principles are embedded into Council's policies, plans, programs, activities, and infrastructure.</p> <p>The implementation of the DAP implementation is ongoing and reported annually through the Community Report Card.</p> <p>Implementation highlights of Q2 2024 include:</p> <ul style="list-style-type: none"> - Collaborative photographic project with members of Council's Disability Advisory Committee (DAC). Titled: Being an Ally - Exhibition of DAC member photos and stories was held December 5 celebrating International Day of People with Disability (IDPwD). - A panel discussion was held and DAC members shared insights about being an ally. <p>The 2024/25 Community Report Card is due in Q1 of the 25/26 financial year.</p>	
		3.2.3 Implement the Intercultural Maribyrnong Strategy and Action Plan	Annual progress report to Council	30 Sep 2024	<p>The Intercultural Maribyrnong Strategy (IMS) was adopted by Council in December 2023. A report on the first year implementation of the IMS will be presented to Council in Q3 2025.</p>	In progress - delayed

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		3.2.4 Implement People and Participation Strategy 2021 and beyond, and Action Plan	Annual progress report to Council	30 Sep 2024	<p>The MPPS 2021-2026 was endorsed by Council in June 2022.</p> <p>The MPPS provides an ambitious and bold vision to reframe how Council supports, develops, and empowers the community to build its social capital through a culture of active participation in community life.</p> <p>The implementation of the MPPS is ongoing and reported annually through the Community Report Card.</p> <p>Implementation highlights for Q2 2024 include:</p> <ul style="list-style-type: none"> - Community leadership gathering Thursday 21 November 2024. - The ongoing partnership with Volunteer West and participation in the Volunteer West networking event on Monday 2 December 2024. - Events acknowledging council and community volunteers for International Day of Volunteering (IVD) 5 December 2024 held through November and December. - The 2024/25 Community Report Card is due in Q1 of the 25/26 financial year. 	Completed
	Libraries Arts and Culture	3.2.5 Develop and implement Maribyrnong Libraries Plan 2023-2027 and Action Plan	Maribyrnong Libraries Plan 2023-2027 and Action Plan adopted by Council	30 June 2025	<p>The annual progress report was last presented via the Community Report Card at Council Briefing in September 2024.</p> <p>Maribyrnong Libraries continues to deliver its 2023-25 Library Plan.</p> <ul style="list-style-type: none"> - Libraries are performing well against key indicators with membership growing 31% over the life of the Plan and an increase of 1263 members over the December quarter. - Loans are performing in line with expectations although are expected to rise with a pleasing community response to the Big Summer read campaign. 	In progress – to target

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					<ul style="list-style-type: none"> Maribyrnong Libraries collection turnover (which measures the average number of loans per item indicating a well-used collection) is now in line with the Victorian public library average. Program attendance continues to be high with customers valuing quality and impact. Visitation continues to grow year on year with 10% more visits YTD compared to 2023-24. Projects completed under the Library Plan include Service Model Review, Digital Literacy Program, Website refresh, Library of Things pilot, and Program evaluation framework. 	
	City Futures	3.2.7 Implement the Footscray University Town (FUT) Plan 2020-2025	Annual progress report to Council	30 June 2025	Activities in Footscray continue to be delivered as part of the Footscray University Town Plan with Victoria University (VU) including the activation of space inside the MetroWest building in Nicholson Street. In October, Council participated at the Coeliac Australia Gluten Free Expo in Melbourne to promote the gluten-free business accreditation registration program with the support of VU.	In progress – to target
3.3 Advocate for improved social and affordable housing outcomes <i>HW</i>	Community Services & Social Infrastructure Planning/ City Development	3.3.1 Promote and facilitate partnerships to improve the quality, options and volume of social and housing affordability	Progress report submitted to Council as part of the bi-annual Advocacy Plan	31 December 2024	Ongoing opportunities to improve social housing and affordability continue to be explored through the development of the Housing Strategy.	In progress – to target
	City Development / Community Services & Social Infrastructure Planning	3.3.2 Explore partnership options to promote social and housing affordability	Annual report to Council on social and affordable housing sector trends	30 June 2025		
				31 August 2024	Consultation regarding the first stage of the Maribyrnong Housing Strategy was undertaken in April/May 2024 to understand the community's aspirations and desires for social and affordable housing. Further consultation will be undertaken in 2025 as part of the development of the new Housing Strategy.	In Progress - delayed
3.4 Build capacity for our diverse communities to	Libraries Arts and Culture	3.4.1 Implement the Arts and Culture Strategy 2018-2023	Annual progress report to Council	31 March 2025	An evaluation of the 2018-2023 Arts and Culture Strategy has been completed.	Completed

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
thrive economically and culturally <i>HW</i>		3.4.2 Develop and implement new Arts and Culture Strategy 2024-2029	Arts and Culture Strategy 2024-2029 and Action Plan adopted by Council	31 March 2025	A draft strategy was presented to Council in December 2024. The new strategy is broader in application and spans arts, culture and creativity. It will inform work across Council and support the delivery of social, cultural and economic outcomes. It will go out to community consultation in Jan/Feb 2025, to be presented to Council in April 2025. Delivery of arts and culture initiatives continue. The Creative Places pilot commenced in December and the expressions of interest process for 2025 residencies and supported seasons was also completed.	In Progress - delayed
	Inclusive Communities	3.4.3 Develop and implement the 'Leading and Participation' program and framework	Annual progress report to Council	31 May 2025	The Framework is part of the Maribyrnong People & Participation Strategy (MPPS) program (3.2.4) and is complete.	Completed
3.5 Provide opportunities for lifelong learning <i>HW</i>	Libraries Arts and Culture	3.5.1 Deliver quality programming at Libraries and Community Centres	Undertake a needs analysis to identify gaps and opportunities	31 December 2024	Annual Progress Report was provided to Council 18 June 2024. Ongoing advocacy for social and community infrastructure continues to be explored.	Completed
			Annual progress report to Council	31 May 2025	The annual progress report was last presented via the Community Report Card at Council Briefing in September 2024. During the December quarter, 9,000 participated in programs at libraries. Highlights included an author talk with Jenny Kennedy about her book, The Smart Wife. Presented as part of Council's 16 Days against Gendered Violence campaign, Jenny talked about how evolving technology can still re-enforce traditional gender roles through smart assistants and data bias. At community centres, Term 4 saw the continuation of many popular programs, including our Language and Literacy Programs, computer classes, walking groups, cooking, dance groups, homework clubs and playgroups. Highlights included a three-course meal and Elvis impersonator entertaining older adults at Maribyrnong	In progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
					Community Centre as part of Senior's Festival; a Children's Expo at Braybrook Community Hub; and the launch of a book ("Tales of the West"), a collection of short stories, reflections, and poems written by Maidstone residents.	In progress – to target
			Framework reviewed	31 May 2025	Framework on track.	
	Community Services & Social Infrastructure Planning	3.5.2 Advocate for social and community infrastructure investments	Annual progress report to Council	31 May 2025	Annual Progress Report was provided to Council 18 June 2024. Ongoing advocacy for social and community infrastructure continues to be explored. A funding submission for funding for the Creative West project was submitted to the Commonwealth in November 2024.	In Progress – to target
3.6 Take action to reduce family violence, respond to the needs of victims and promote gender equality <i>HW</i>	Community Services & Social Infrastructure Planning	3.6.1 Implement strategies to respond to family violence and promote gender equality through the Towards Gender Equity Strategy 2030*	Annual progress report against indicators in the Towards Gender Equity 2030 Strategy delivered to Council	31 October 2024	The 'Towards Gender Equity 2030' Strategy was adopted by Council in 2019 and sets Council's role in achieving gender equity by the year 2030 in the areas of service provision and community strengthening.	Completed
			All policies, programs and strategies developed or reviewed to include a gender impact assessment with an annual progress report to Council	31 October 2024	The Strategy is based on 6 objectives which include: <ul style="list-style-type: none"> - Strengthening Council's response to family violence and violence against women; - Working with the community to prevent violence and normalise gender equality; - Increase women's independence and decision making; - Ensure policies, programs and services consider the impacts of gender inequity, health, wellbeing and safety; - Ensure policy, programs and services consider the impacts of gender inequity, health, wellbeing and safety; - Take steps to be a more safe and gender-equitable organisation. 	

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
					<p>The Strategy is supported by an annual Action Plan that is submitted each year to the Commissioner for Gender Equality in the Public Sector. Council's Gender Equality and Child Safety Lead manages the implementation of the Strategy and the development of the Action Plan.</p> <p>A progress report on the ongoing implementation of the Towards Gender Equity 2030 Strategy for the 23/24 financial year was provided in July 2024.</p> <p>Gender Impact Assessments continue to be implemented across the organisation.</p>	
4.1 Foster pride and identity by acknowledging our rich cultural heritage, and our First Nations People's history <i>HW</i>	City Development	4.1.1 Protect, retain and enhance items of heritage significance in our community through statutory planning controls	Annual progress report to Council	25 June 2025	Heritage Strategy 2024 adopted by Council in August 2024. The Strategy provides for the management and protection of significant heritage places, with individual actions subject to funding through the annual budget process.	Completed
4.2 Advocate and deliver projects that support a growing community now and into the future <i>HW</i>	City Futures	4.2.1 Develop and implement a Smart Cities Framework to make the best use of technologies for our community *	Annual progress report to Council	30 June 2025	<p>A new LoRaWAN (A low-power, wide-area network) gateway was installed at Yarraville Oval. This location will allow for coverage in the southern region of the municipality (3 – 5km range) and enable new Smart Devices to be installed that can connect to the gateway and send data back to Council.</p> <p>A competitive EOI process to install EV chargers at the Civic Centre was finalised and the preferred supplier was confirmed.</p> <p>2 new air quality monitoring sensors were installed along Ballarat Road to monitor the impact of traffic pollution in relation to the Braybrook Regeneration project.</p>	In progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
	Libraries Arts and Culture	4.2.2 Secure funding for NeXT project and commence design and build	Annual progress report to Council	31 August 2024	A grant application for the Commonwealth Government Urban Precincts and Partnerships program was submitted in October. Council waiting to have the outcome of this submission.	In Progress - delayed
	Community Services & Social Infrastructure Planning	4.2.3 Implement Early Years Infrastructure Plan 2041	Annual progress report to Council	31 March 2025	<p>The Early Years Infrastructure Plan 2020 - 2041 was developed to:</p> <ul style="list-style-type: none"> - Identify early years services and facilities required based upon supply and demand within the municipality; - Identify facilities that require upgrade, expansion or relocation. - Prioritise projects; - Guide the development, timing and location of early years infrastructure. <p>Due to State and Federal Government reforms for the Early Years sector</p> <ul style="list-style-type: none"> - A review of the Strategy is proposed to be undertaken, to enable the impacts of these reforms to be considered to guide future planning. - Provision of Early Years Infrastructure. This plan is proposed to be reviewed in 2025 to align with the State Government's Best Start Best Life reforms. - An annual progress report will be provided to Council in March 2025. 	In progress – to target
	Recreation & Open Space	4.2.4 Deliver Maribyrnong Reserve Project	Build report delivered to Council	31 May 2025	Future Community Infrastructure Strategy including consideration for multipurpose community hubs to be finalised before master plan commences in mid-2025.	In Progress - delayed
	Office of CEO	4.2.5 Develop and implement Advocacy Plan 2021 and engage		30 September 2024		In progress – to target

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Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
		third party funders to encourage their support of advocacy priorities	Bi-annual Advocacy Plan delivered to Council	31 March 2025	Presented to the Councillors in February 2024. Next presentations is in development and will be presented to councillors in early 2025.	
			Review and update Plan Bi-annually	31 December 2024		
				30 June 2025		
				31 December 2024		
			30 June 2025			
	Biannual progress report to Council, including successful grant applications, delivery of projects identified as advocacy priorities, and outcomes of third party meetings					
	Information Technology Services	4.2.6 Single Customer View experience enabling digital delivery of services to our customers	Annual progress report to Council	31 August 2024	Following on from the delivery of the MyMaribyrnong portal in 2022, and the successful delivery of the Salesforce Customer Relationship Management (CRM) component of the Single Customer view project.	Completed
	Major Projects and Strategic Relationships	4.2.7 Undertake and complete the detailed design phase of the Footscray Civic and Community Hub project	Annual progress report to Council as per project milestones	30 June 2025	Final design report presented to Council June/July 2022	Completed
	City Development	4.2.8 Advocate for redevelopment of old Footscray Hospital and Maribyrnong Defence site	Update included in the bi-annual Advocacy Plan and delivered to Council	31 December 2024	Council adopted the Current Footscray Hospital Advocacy Plan at the City Development Delegated Committee Meeting on 18 June 2024. The Plan was sent to the Premier, Minister for Health and Minister for Planning and local MPs, with a meeting organised for February 2024 with the Minister for Planning. Separately, the Director Planning and Environment and Manager City Development have met with Development Victoria to advance Council's position for the site.	Completed
				30 June 2025		

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					In terms of the Defence Site, the Mayor and CEO met with the Assistant Minister for Defence in mid-2024 to advocate for community involvement in the development of the site.	
	Assets and Capital	4.2.9 Develop and deliver 4-Year Capital Works Program	Annual progress report to Council as per projects milestones	30 June 2025	Draft capital works program on-track to be presented to Councillors in March 2025.	In Progress – to target
5.1 Uphold our obligations to promote and protect Human Rights by demonstrating strong social responsibility across Council's operations <i>HW</i>	Inclusive Communities	5.1.1 Implement the Reconciliation Action Plan (RAP)	Annual progress report to Council	31 August 2024	An update on the RAP was provided to Council in June 2024. The development of a new RAP will commence in the first half of 2025.	Completed
	Community Services & Social Infrastructure Planning	5.1.2 Report to Council on meeting statutory objectives and achievements for the community	Annually report to Council on the range of social policy and practice across Council	30 June 2025	Social Policies have been developed to provide guidance and direction for Council in responding and supporting a range of social issues within the community. Social Policies include: - Social Justice Framework; - Reducing Harm from Alcohol and Other Drugs Policy; - Reducing Harm from Gambling Policy; - Homelessness Protocol. A report will be prepared for Council on the progress of Social Policies and Practices in June 2025.	In progress – to target
5.2 Enhance breadth and depth of community engagement and encourage active civic participation <i>HW</i>	Customer Engagement	5.2.1 Implement the Engagement Policy 2021, including the use of tools and methods to support enhanced engagement with hard to reach communities	Annual progress report to Council	31 August 2024	Re-engaged with our community November 2022 who reaffirmed a hybrid approach as their preferred method of engagement – is now being applied. Have now also added the UserWay accessibility tool to both the digital engagement portal and website. Progress update was included in Annual Report endorsed by Council in October 2024.	Completed

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Quarterly Performance and Financial Report For the period ending 31 December 2024

Strategy	Department	Action	Measure	Due Date	Comment on Progress	Status
5.3 Build and model a safer, healthier, diverse and more equitable organisation <i>HW</i>	Community Services & Social Infrastructure Planning	5.3.1 Develop and implement Gender Equality Action Plan to support implementation of the Gender Equity 2030 Strategy	Report on progress and workplace gender equality indicators every two years	31 October 2024	The Gender Equality Action Plan aligns with the Towards Gender Equity 2030 Strategy and guides the implementation of the Strategy on an annual basis. Year 3 of the Gender Equality Action Plan is currently being implemented with a progress report to be provided to Council in October 2025.	Completed
5.4 Ensure Council sustainability, transparency and accountability	Finance	5.4.1 Budget, Financial Plan, Revenue and Rating Plan, and the Asset Plan adopted in line with statutory obligations	Annual Budget adopted by Council	30 June 2025	Annual budget planning process commenced with briefing of councillors to occur in February and March 2025.	In Progress – to target
			Audit Report	31 October 2024	Victorian Auditor General Office (VAGO) audit report completed and included in Annual report were presented to Council on the 15 th October 2024.	Completed
	People & Capability	5.4.2 Implement Workforce Plan in line with statutory obligations	Annual progress report to Council	31 December 2024	The Workforce Plan Action Plan encompasses initiatives that align with the follow key strategic plans - Gender Equality Action Plan - Reconciliation Action Plan - Disability Action Plan - Organisational Plan Actions under these plans are being implemented in accordance with the plans and completed.	In Progress – delayed
	Finance	5.4.4 Manage performance and finances in line with income and regulation	<u>Quarterly</u> reporting to Council on performance and financial report and to the Audit and Risk Committee	30 September 2024, 31 December 2024, 31 March 2025, 30 June 2025	Quarterly performance and financial reporting to Council on performance and financial report and to the Audit and Risk Committee is ongoing and occurs quarterly.	In Progress – to target

Agenda Item 9.1 - Attachment 1

Quarterly Performance and Financial Report
For the period ending 31 December 2024

Agenda Item 9.2

BELLAIRS RESERVE - DRAFT CONCEPT PLAN

Director: Patrick Jess
Director Infrastructure Services

Author: Paul Jane
Manager Recreation and Open Space

PURPOSE

The purpose of this report is to present the draft Bellairs Park Concept Plan for endorsement by Council prior to its release for community feedback.

ISSUES SUMMARY

- Bellairs Park is a local open space in Yarraville with opportunities for improvement.
- The Open Space Strategy (2014) recommends an upgrade for this site as a high priority.
- The Play Maribyrnong Playground Improvement Strategy (2016-2026) recommends the review of play fixtures in this reserve.
- Local residents were invited to provide feedback via a questionnaire in November 2023. Findings were used to inform the concept plan development.
- A principle of the proposed design was to maintain a level of flexibility in landscape and infrastructure to future proof the parks usage.

ATTACHMENTS

1. Attachment 1 - Draft Bellairs Park Concept Plan [!\[\]\(dce81645e0100714e86d66fe4d06ecba_img.jpg\)](#) 
2. Attachment 2 - Bellairs Park Redesign 2023 - Phase 1 - Infographic [!\[\]\(c642f5e2c9782d94443748a0940dbd21_img.jpg\)](#) 

OFFICER RECOMMENDATION

That Council endorse the release of the Draft Bellairs Park Concept Plan, as shown in Attachment 1, for community consultation.

Agenda Item 9.2

BACKGROUND

Bellairs Park is a small local open space located in Yarraville. The upgrade of Bellairs Park was noted as a high priority in Council's Open Space Strategy (2014).

This small local open space is located alongside Somerville Road and adjacent to the Williamstown Railway Line. It has size of 1,000 square metres (or 0.1 hectare) and is categorised as a small local open space – with its primary role to serve the local community within a walkable catchment.

Until recently, the park featured an isolated play fixture in the form of a timber tower with a single slide. Due to the poor condition of this fixture the unit was removed In November 2024. The community were notified of these actions and that any replacement play fixtures are subject to the concept design and accompanying community engagement.

Council's parklands and open space play a critical role in community life with the positive impacts of these spaces support mental and physical health and the landscape provided urban cooling and biodiversity opportunities. The Open Space Strategy (the Strategy) provides the strategic direction for the future planning, provision, design and management of open space in the City of Maribyrnong from 2013 to 2031. The Strategy includes consideration of the forecast change in land use and population in planning for open space.

The Strategy 5 Year Review report, prepared in 2020, identifies significant population growth, climate change, and increased urban densities as changes since the Strategy's development that need to be considered. The overall directions for the Bellairs Park Concept Plan are guided by the response to those changes in preparation for the future community that include;

- Improve the quality of open space - diversity of informal recreation facilities and improving accessibility to increase their appeal and relevance to everyone in the community; and creating multi-use spaces that are shared and adaptable, minimising single-use facilities
- Improve community health and wellbeing – provide a diversity of spaces and facilities so the community can undertake informal recreation activities, participate in organised and club based sport, social play and relax in green space
- Promote urban greening and mitigate the urban heat island affect

Agenda Item 9.2

DISCUSSION/KEY ISSUES

1. Key Issues

Lack of amenity

Bellairs Park is a basic local open space with opportunity for enhancements to meet local community needs. The existing conditions no longer adequately meet contemporary community expectations and the Open Space Strategy has identified this park as a high priority for improvements.

Dog walking

The site is currently utilised by the dog walking community as an informal off-leash dog park. The site is enclosed by a gated perimeter fence which facilitates such use. Under the current local law, the park is a designated dog on lead area. Council has attempted to address the issue with the installation of directional signage which requests for dogs to be on lead due to the close proximity of the playground.

41 individual respondents via the community questionnaire requested improved dog walking amenities at Bellairs Park.

The proposed design intends to address the issue with the following:

- Formally opening Bellairs Park to dog on-lead activity
- Including amenities for dog walkers such as drinking fountains and waste bins
- Identifying a suitable site for an off-leash dog park which meets the needs of the dog walking community
- The park to remain an on-leash area
- Allowing limited off-leash access similar to those arrangements at Cruickshank Park, whilst the play space is not in use

Concept Plan Development

A concept plan has been developed which seeks to deliver an open space which the entire local community value.

As noted in the engagement summary below, residents seek an open space which caters to dog walkers and children's play. The proposed design includes amenities to serve both user groups.

The proposed design will require all dogs to remain on lead due to the 30m proximity to informal children's play equipment with the exclusion of selected hours that do not conflict with the play equipment's primary usage times.

This design includes:

- A central lawn area.
- A perimeter path.
- Custom recycled brick bench seats.
- Informal play opportunities integrated into the landscape.
- Vegetation in the form of new trees, shrubs and understorey planting.
- Passive irrigation to garden beds

Agenda Item 9.2

Cost

It is anticipated the construction cost of the proposed concept is between \$300,000 - \$350,000. This value aligns with;

- The \$321,000 assigned to CAP177 Bellairs Reserve –Construction in the 2024/2025 annual budget.
- Recent construction open space construction projects of similar scale.

Throughout the detail design phase, a cost plan will be developed to ensure that the value of the construction project is well understood and any potential price escalations are identified early.

Implementation

Once the community have provided feedback on the draft concept plan, council will be presented the final plan for endorsement considering the feedback provided.

Following this milestone, the project team will deliver detail design and documentation to prepare for procurement and construction works. These works will be constructed in mid-late 2025.

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will partner with its community to provide and advocate for integrated built and natural environments with access to open spaces that are well maintained, engaging, accessible and respectful of the community and neighbourhoods.

Legislation

The 'Victoria Government Gazette – Control of Dogs 2002' is used by council to manage and control dogs throughout council areas, including parks and open space.

The proposed design response complies with this legislation.

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Agenda Item 9.2

3. Engagement

As per the park classification within the Open Space Strategy, this park has a catchment of 200 metres. Residents and businesses from within this area were invited to partake in a questionnaire to vocalise their opinions for the development of this site.

A questionnaire was open from 8 November 2023 to 29 November 2023. A total of 86 responses were received by council via letter or online survey. The results have been collated and used to inform the concept plan. These results are added as an appendix to this report.

The survey found that only 50 percent of respondents currently use the park despite living within 200m from the site. The predominant reasons for this include; lack of appeal, primarily used by dog walkers, not enough amenities & low quality play equipment. Of those who do visit the reserve, dog walking activity featured as the top three reasons for this visit.

When asked, what features would you like to see in an upgrade, the request for grassy areas featured as the top response, followed by a combination of vegetation and planting, places to sit and relax and infrastructure for dog walkers.

The response to this feedback can be found in the Concept plan development section of this report.

4. Resources

Councils 2023/2024 capital works budget allowed \$20,000 for the design and investigation works for Bellairs Reserve. This budget allowance was utilised on design and investigation services.

Councils 2024/2025 budget includes an allowance of \$321,000 for the construction component of this project.

5. Environment

Open spaces such as Bellairs Park have the opportunity to contribute to the overall success of council's sustainability targets. Strategic actions listed in these strategies have been included in the design of this site.

Urban Forest strategy

Target - Increase canopy cover in the public realm to 20 percent by 2040.

The proposed concept design includes large shade trees and a dense tree planting which extends into the Somerville Road reserve.

Integrated Water Management plan

Objective 1: Efficient and fit for purpose use of all water Outcome: All water is used efficiently.

Agenda Item 9.2

Objective 2: An urban landscape that is resilient to the impacts of the climate emergency.

The proposed concept plan includes increased tree canopy cover and passive garden bed irrigation as well as low water demand grass.

CONCLUSION

The Bellairs Park Concept Plan has been prepared for the purpose of presenting ideas back to the community on how this space may be improved considering feedback provided.

The community will have the opportunity to comment on the concept design in the upcoming community engagement. This will ensure the future park development considers the communities views.



- Legend
- Extent of works
 - Existing tree to be removed
 - Existing tree to be retained
 - Evergreen tree
 - Deciduous tree
 - Large feature tree
 - Screen planting
 - Lawn
 - Garden bed
 - Feature pavement
 - Concrete pavement
 - Low perimeter fence with gates
 - Park entrance
- Site Features
- ① Central lawn
 - ② Shaded seating area
 - ③ Internal path
 - ④ Nature play with balancing logs and stepping stones
 - ⑤ Low fencing and gates
 - ⑥ Existing gate
 - ⑦ Drinking fountain
 - ⑧ Waste bin
 - ⑨ Park signage



Agenda Item 9.2 - Attachment 2

December 2023



Bellairs Park, Yarraville Resident feedback

In November 2023, we asked neighbours how they currently use Bellairs Park in Yarraville.

We also asked what upgrades they would like us to consider as we prepare to redesign the park.



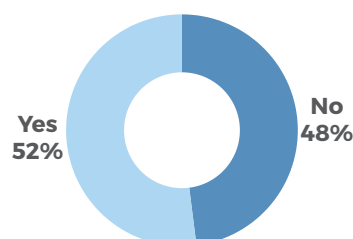
How we engaged

A letter was sent to all properties within 200 metres of Bellairs Park.

A hardcopy survey was enclosed, along with a link to complete the survey online.

The survey was open for three weeks.

Do you currently visit Bellairs Park?



Engagement response



350

letters sent to properties within 200 metres of Bellairs Park

86 responses



21

hardcopy surveys



65

online surveys

Reasons for visiting:

- dog walking
- dog training
- to meet other dogs and owners
- to relax
- to spend time with friends and family

Reasons for not visiting:

- lack of appeal
- primarily used by dog owners
- not enough amenities
- low quality play equipment
- uninviting space

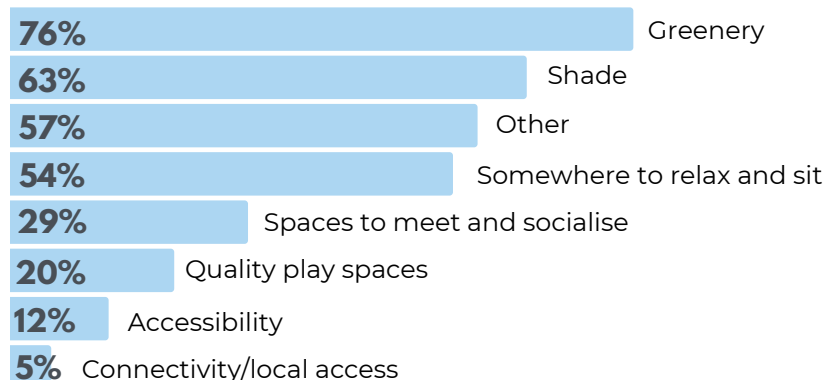
More information

yourcityyourvoice.com.au/bellairs

Click the 'Follow' button to stay up to date on this project.

Agenda Item 9.2 - Attachment 2

What is important to you when visiting Bellairs Park



Other includes:

- off-leash dog park
- fencing and enclosed space
- dog bags and bins

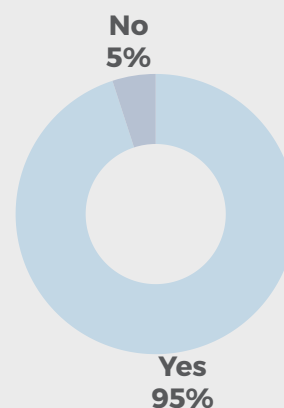
Would you support the removal of the existing play equipment to make space for a new feature at the park?

Reasons for:

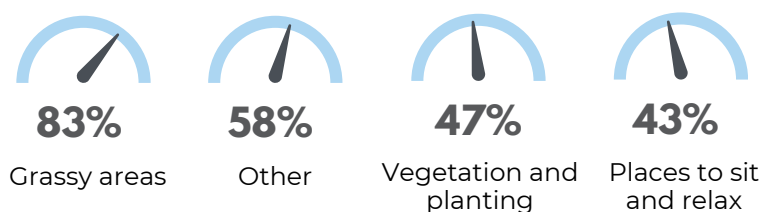
- play equipment is outdated
- it does not get used
- playground does not cater to all children
- playground is too small

Reasons against:

- new feature is unknown
- play equipment should be upgraded, not replaced
- children need play spaces



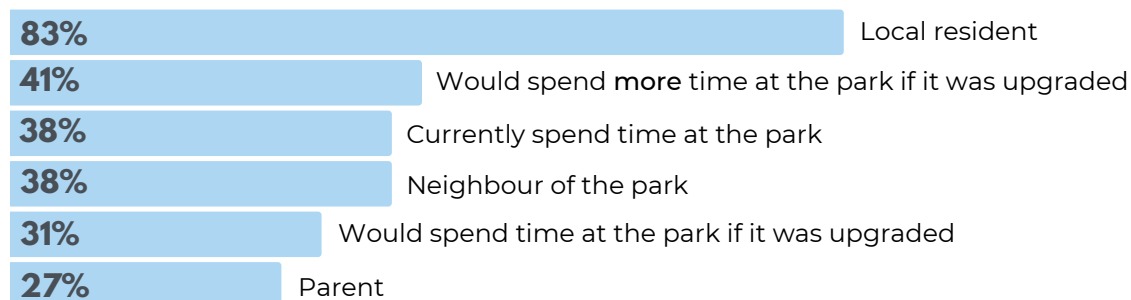
What are the features you would most like to see as part of an upgrade of Bellairs Park?



Other includes:

- dog and general amenities
- lighting
- off-leash dog park

Your relationship to Bellairs Park



Agenda Item 9.3

PROPOSED CLOSURE OF PART OF MARKET STREET, WEST FOOTSCRAY

Director: Patrick Jess
Director Infrastructure Services

Author: Peter White
Manager Engineering and Transport

PURPOSE

To seek Council's approval to commence the statutory procedure under the *Local Government Act 1989 (Vic)* to consider closing part of Market Street (*Road*), between Graham Street and Essex Street, in West Footscray.

ISSUES SUMMARY

- The Master Plan for Barrett and Shorten Reserves was adopted by Council in August 2024, which aims to unify the two reserves into a leading sporting precinct in the west of Melbourne.
- Part of Market Street between Graham Street and Essex Street is proposed to be closed through the required statutory procedures to enable the creation of a plaza, playground and landscaping linking the reserves for foot and cycling traffic.
- Council has the power to place obstructions or barriers on a road permanently (Close Road) under clause 9 of Schedule 11 of the *Local Government Act 1989 (Vic)*.
- The Road would retain its status as a road, remaining open to foot and bicycle traffic, and therefore not require removal from Council's Road Register.
- A Traffic Impact Assessment of the proposed road closure (undertaken 2019-2020) has been completed.
- The Department of Transport (acting on behalf of the Head, Transport for Victoria) has provided a report that concludes there would be minimal impact to surrounding roads as a result of closing the road, and therefore has no objection to the proposal.
- Public notice of the proposed closure of the Road will be required and any submissions received pursuant to section 223 of the Act will be heard and considered at a future Council meeting or a committee appointed by Council.

ATTACHMENTS

1. RecWest Shorten Masterplan [↓](#) 
2. RecWest Shorten Reserve - Transport Impact Assessment [↓](#) 
3. Department of Transport and Planning Closure Report - Market St, Footscray [↓](#) 
4. Aerial Plan - Part of Market Street West Footscray proposed to be closed [↓](#) 

Agenda Item 9.3

OFFICER RECOMMENDATION

That Council:

- 1. Acting under clause 9 of Schedule 11 of the *Local Government Act 1989* (Act), “Power to place obstructions or barriers on a road permanently”:**
 - a. Resolve that the required statutory procedures be commenced to consider closing part of Market Street (Road), between Shorten and Barrett Reserves in West Footscray (shown outlined in Attachment 4), by permanently placing obstructions or barriers on the Road (Proposal);**
 - b. Note that the Proposal involves closing the Road to vehicular traffic and constructing the closed Road into an open space reserve allowing access to bicycles and pedestrians;**
 - c. Request that public notice of the proposed closure of the Road be given in a local newspaper in accordance with sections 207A and 223 of the Act, uploaded on Council’s website and notice sent to surrounding owners;**
 - d. Authorise the Chief Executive Officer or their delegate to undertake the administrative procedures necessary to enable Council to carry out its functions under section 223 of the Act in relation to this matter;**
 - e. Resolve that any submissions received pursuant to section 223 of the Act be heard and considered at a committee meeting comprising of the whole of Council; and**
- 2. Note that once all section 223 submissions have been considered, a further report will be presented to Council to decide whether or not to proceed with the Proposal.**

Agenda Item 9.3

BACKGROUND

Proposal

As part of the Barrett & Shorten Reserve Project, it is proposed that a partial road closure of Market Street occur restricting access to vehicular traffic between Graham Street and Essex Street West Footscray. Despite the closure, Market Street will retain its status as a road and remain open to foot and bicycle traffic. The proposed road closure detail is shown at Attachment 4.

In August 2024, Council adopted the Barret & Shorten Reserve Master Plan with the purpose to unify the two reserves and provide a plaza space (replacing Market Street) which will provide connections and activations between the two reserves. Both Barrett and Shorten Reserves will see renewals featuring a new RecWest sport centre (2 highball courts), remediated and shaped AFL/Cricket oval, refurbished pavilion, landscape and playground all connected by a new plaza replacing Market Street. Bike and pedestrian paths connecting existing networks through the new plaza are also considered within the Master Plan.

Below is an artist's impression of the proposed works at Barrett & Shorten Reserves showing a new plaza, playground and landscape in place of Market Street.



Agenda Item 9.3

DISCUSSION/KEY ISSUES

1. Key Issues

The Road is listed on Council's Register of Public Roads. Accordingly, the Road is a 'public road' for the purposes of the *Road Management Act 2004 (Vic)* (RMA).

Council has the power to place obstructions or barriers on a road permanently, under clause 9 of Schedule 11 of the *Local Government Act 1989 (Vic)* noting:

- A Council must not exercise this power unless it has considered a report from the Head, Transport for Victoria concerning the exercise of the power.
- The exercise of power is subject to any direction of the Minister.

The Department of Transport and Planning (DTP) provided a letter of no objection to the proposed road closure in June 2023. DTP referenced the Traffic Impact Assessment prepared for the proposed road closure which anticipated that the existing network and infrastructure would have sufficient capacity to accommodate the additional displaced traffic. It was concluded that there would be minimal impact on:

- The north side of Market Street's traffic flow even on peak use during Saturday football games
- Essex Street, Summerhill Road or Blandford Road

Even though the closure power is expressed as applying to "vehicles" generally, (which would include bicycles), nothing in the Act appears to prevent Council from determining that a road will be closed only to particular types or classes of vehicles, for example motor vehicles. Council could therefore specify the nature of the closure so the Road remains open to bicycles, by using appropriate barriers or obstacles.

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will plan and advocate for new infrastructure and safe, sustainable and effective transport networks and a smart innovative city that encourages and supports new generations to thrive.
 - Council will provide well-planned neighbourhoods and a strong local economy, delivering services that are inclusive and accessible to the whole community, and that support wellbeing, healthy and safe living, connection to the community, and cultural interaction.

Legislation

Local Government Act 1989 (Vic)

Agenda Item 9.3

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

3. Engagement

If Council resolves to proceed with the proposal, Council must give public notice of the proposed closure in accordance with section 223 of the Act.

The Act provides that a person may, within 28 days of the date of the public notice, lodge a written submission regarding the proposed Road closure.

Where a person has made a written submission to Council requesting that he or she be heard in support of the written submission, Council must permit that person to be heard before a meeting of Council or the Committee which has delegated authority to hear those submissions, giving reasonable notice of the date, time and place of the meeting.

Following the completion of the public notice and after hearing any submissions made, the matter will be returned to Council to determine whether or not the Road should be closed.

Previous community engagement occurred within the development of the Barret & Shorten Reserve Master Plan with the creation of the plaza between the two reserves widely supported.

4. Resources

The financial and other resources will be addressed through the allocated project budget.

5. Environment

The proposed closure will create a public plaza increasing open space and tree planting, creating a safer environment for the community and accommodating a pedestrian path and cycle way.

CONCLUSION

It is proposed that Council commence the statutory procedure pursuant to clause 9 of Schedule 11 of the Act to permanently place obstructions or barriers on the Road, closing part of Market Street, between Graham Street and Essex Street, in West Footscray.

Agenda Item 9.3 - Attachment 1

LEGEND

- 1 NEW CURATOR STORE AND EMERGRNCY/ MAINENAI ACCESS TO OVAL
- 2 NEW RECWEST FACILITY INCLUDING TWO INDOOR COURTS AND CO-LOCATED SCOUT FACILITIES
- 3 NEW SHELTERED PICNIC AND BBQ FACILITIES
- 4 BOCCIE COURT WITH SEATING AND ARBOUR
- 5 CAFE BREAKOUT + PUBLIC TOILETS
- 6 RELOCATED PLAYGROUND EXPANDED AROUND EXISTING TREES
- 7 PROPOSED CLOSURE OF MARKET STREET WITH DRO OFF AREA
- 8 UPGRADED OVAL (135m X 100m) WITH 4 TURF CRICKET WICKETS
- 9 NEW GOAL POSTS WITH SAFETY NETTING (SAFETY NETTING TO ALSO PROTECT PLAYGROUND)
- 10 PERIMETER PATH
- 11 NEW 4- 5 LANE CRICKET NETS (14- 17 X 36m)
- 12 SPECTATOR SEATING AND COACHES & PLAYERS INTERCHANGE SHELTERS
- 13 INVESTIGATE RAIN GARDEN FOR STORM WATER TREATMENT
- 14 REFURBISHED PAVILION
- 15 EXISTING SCOREBOARD
- 16 CAR PARK WITH DESIGNATED ACCESSIBLE SPACES AT LOADING ZONE (71 SPACES)
- 17 CYCLABLE PLAZA AND CONNECTION BETWEEN MARKET STREET AND ESSEX STREET (COMMUNITY MARKET/EVENT AREA) INCLUDING BOLLARDS AND STREET FURNITURE
- 18 EXISTING PEDESTRIAN CROSSINGS
- 19 DESIGNATED PARKING AREAS (38 CAR SPACES SOUT OF SHORTEN RESERVE)
- 20 BICYCLE HOOPS
- 21 SPECTATOR SEATING AND VIEWING AREA
- 22 EXISTING SPEED HUMP UPGRADED TO PRIORITY PEDESTRIAN CROSSING
- 23 FIRE TANKS



SCALE IN METRES 0 6 12 18 24 30



RECWEST AND SHORTEN RESERVE
REDEVELOPMENT, WEST FOOTSCRAY

OVERALL MASTER PLAN



henderson
lodna

West Footscray Community Facilities Plan Transport Impact Assessment

Prepared for
Maribyrnong City Council

MGA19065
20 May 2020

The logo features the letters 'MGA' in a large, white, bold, sans-serif font. The letters are positioned on a red background that is part of a larger graphic consisting of several overlapping, semi-transparent red triangles of varying shades, creating a dynamic, geometric pattern.

MGA

Agenda Item 9.3 - Attachment 2

Project Information:

West Footscray Community Facilities Plan Transport Impact Assessment

Document Information:

Issue: Final B

Date of Issue: 20 May 2020

Client: Maribyrnong City Council

Reference: MGA19065

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Agenda Item 9.3 - Attachment 2

EXECUTIVE SUMMARY

MGA was commissioned by Maribyrnong City Council to undertake a transport review of the proposed masterplan for the redevelopment of Shorten Reserve, Barret Reserve and Johnson Reserve in West Footscray.

The redevelopment includes a full-size football oval and pavilion at Shorten Reserve while the existing RecWest building on Barrett Reserve will be re-developed. The proposal also proposes the closure of the northern end of Market Street to accommodate open space infrastructure.

It is proposed to re-construct and reconfigure car parking on and around Shorten Reserve and Barrett Reserves to include the following:

- New 40 space (approx.) car park servicing Shorten Reserve connecting to Market Street.
- New formalised 25-space (approx.) car park along the northern side of Graham Street which will now allow connection between Summerhill Road and Market Street.
- Reconfiguration of parking along the eastern side of Blandford Street to provide approx. 50 spaces (yielding approx. an addition 20-spaces).
- New 80 space car park to service RecWest.

It is proposed to retain the full-sized pitch on Johnson Reserve with an additional 5-aside pitch to be provided to the south along with a new pavilion and tennis court. No car parking is proposed as part of any works on Johnson Reserve.

In consultation with Council, MGA undertook existing conditions traffic and car parking surveys to capture data for the existing peak operation of Shorten Reserve, Barret Reserve and Johnson Reserve.

Empirical data obtained by MGA yielded the following design parking rates to be considered as part of the assessment:

- | | |
|-------------------------------|------------|
| ▪ Football (Shorten Reserve): | 110 spaces |
| ▪ Soccer (Johnson Reserve): | 60spaces |
| ▪ 5-aside (Johnson Reserve): | 30 spaces |
| ▪ Rec West Facility: | 50spaces |

The proposed car parking works as part of the redeveloped Shorten Reserve is estimated to represent a shortfall of some 20-25 spaces.

The reliance on approximately 25 car parking spaces during peak times can be accommodated via the available on-street car parking surrounding the reserve, including:

- A minimum of 25 vacancies were observed along Blandford Street south of Essex Street to Withers Lane to non-residential frontages.
- Approximately 40 spaces along Essex via the re-configuration of the existing on-street which is currently heavily under-utilised.
- The redevelopment proposes a reconfigured 80 space car park which will adequately accommodate the existing RecWest parking demands.

The redevelopment of Barrett Reserve (RecWest) proposes a reconfigured 80 space car park which will adequately accommodate the anticipated RecWest parking demands.

No car parking is proposed as part of improvements to Johnson Reserve. As such, 30 additional spaces during peak times are required to be accommodated on-street. Vacancies exist along the non-residential

Agenda Item 9.3 - Attachment 2

frontage of View Street (western side of Johnson Reserve) with other parking opportunities in surrounding streets.

The masterplan is a high-level representation of the layout / configuration of the two proposals. As such, detailed layout analysis has not yet been undertaken. Notwithstanding, all car park (and associated areas) should be designed in respect to the relevant Design Standards set out in Clause 52.06 of the Planning Scheme or AS/NZ 2890.1:2004 (Australian and New Zealand Standard for Off-Street Car Parking).

The design of pedestrian facilities will be included as part of any landscaping architecture prepared for the project. All paths and facilities should be designed in accordance with relevant standards and link into the existing infrastructure surrounding the site.

Peak traffic activity at sports ovals occurs on matchdays with traffic associated with multiple games and teams. The following generation rates are based on empirical data and a first principles assessment of peak operation on matchdays:

- Football (Australian Rules) 80 movements in an hour, 550 movements per matchday
- Soccer 45 movements in an hour, 300 movements per matchday
- 5-a-side 20-25 movements in an hour, 200 movements per matchday.

It is conservatively assumed that half of the anticipated peak parking demand associated with RecWest will be turned over in the peak period equating to a traffic generation rate of approximately 25 movements.

With regard to traffic generation, Shorten and Barrett Reserves are anticipated to remain as per current conditions. As such, when we assess the proposal against existing traffic volumes and road network operation in the vicinity of the site, the additional traffic generated could not be expected to compromise the operation of the surrounding road network.

While the operation of the surrounding road network is anticipated to remain generally as per existing conditions, parts of the network may see variations in existing operating conditions during peak periods. These changes are not considered to be detrimental to road network or specific intersection function or safety.

Johnson Reserve does not propose any on-site car parking whilst providing a new 5-a-side pitch and associated pavilion. The increase in the number of pitches is anticipated to generate approximately 20-25 additional movements to the surrounding road network in a peak hour on matchdays.

While the surrounding road network (namely Oxford and View Streets) will be capable of absorbing the increase in traffic from a capacity point of view, the use of Oxford Street as the sole provider of access to the site (pavilion) may see an over concentration of traffic along this road despite no car parking being provided.

The proposals lack of a focal point regarding parking may have an adverse impact on traffic operation, particularly along Oxford Street. It is recommended that a plan be established by Council to accompany the redevelopment of Johnson Reserve focused on attracting vehicles toward View Street and away from Oxford Street, particularly for visiting guests.

Agenda Item 9.3 - Attachment 2

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1. Introduction

1.1 Background

MGA Traffic Pty Ltd was commissioned by Maribyrnong City Council to undertake a transport review of the proposed redevelopment of Shorten Reserve / Barret Reserve and Johnson Reserve in West Footscray.

It is proposed to upgrade the sports oval and pavilion facilities at Shorten Reserve as well as provide a new RecWest building on Barrett Reserve. The area connecting the two sites will be extensively re-landscaped to provide a singular connected precinct with car parking and access modifications.

Johnson Reserve will also be upgraded to accommodate a new full-sized soccer pitch and 5-a-side pitch. No car parking or access modifications are proposed as part of the upgrades at Johnson Reserve.

1.2 Scope of Works

The following assessment has been undertaken on plans prepared by Warren & Mahoney and consider the following traffic and transport elements:

- Review of existing traffic, parking and transport conditions surrounding the sites
- Review existing site operating conditions during peak activity times.
- Assess proposed site layout and parking arrangements
- Assess anticipated parking demands and the adequacy of parking in the area
- Review any high level traffic and associated road network impacts

1.3 References

In preparing this report, the following references have been made:

- Inspection of the site and surrounds
- Traffic and parking surveys as referenced in this report.
- Maribyrnong Planning Scheme
- Australian Standard for Off-Street Parking Facilities AS2890.1:2004
- Other documents as nominated

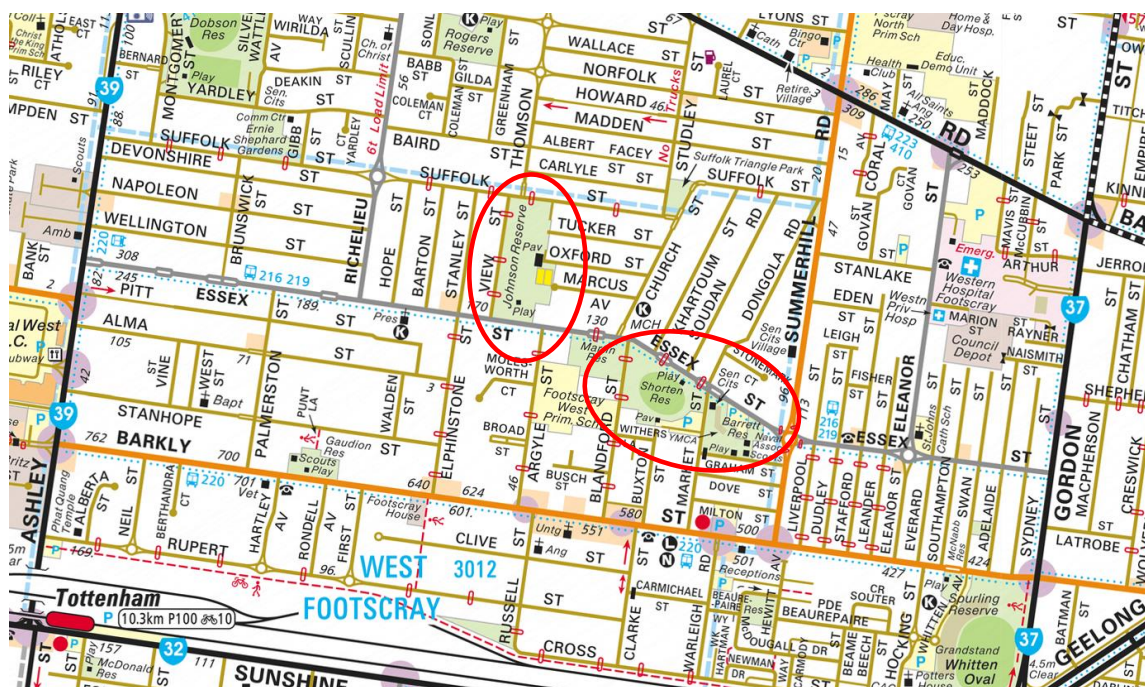


2. Existing Conditions

2.1 Site Context

The subject sites are in West Footscray and bound by Ballarat Road, Gordon Street, Barkly Street and Ashley Street as shown in Figure 2.1.

Figure 2.1: Location and Surrounding Site Context



Shorten & Barrett Reserves

Shorten Reserve is located at 71-81 Essex Street in West Footscray and is bound by Essex Street to the north, Blandford Street to the west and Market Street to the east. The site is provided with a 106-space car park. Shorten Reserve is home to the West Footscray Football Club in the winter and the Sunshine Druids Cricket Club in the summer.

Shorten Reserve is situated adjacent to Barrett Reserve (east of Market Street) which houses the existing RecWest Footscray facility. Barrett Reserve is provided with a 48-space car park accessed from Essex Street.

The existing configuration of Shorten Reserve and Barrett Reserve is shown in Figure 2.2.

Existing Conditions

Transport Impact Assessment - West Footscray Community Facilities Plan

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Figure 2.2: Shorten & Barrett Reserves



Johnson Reserve

Johnson Reserve is located at 160 Essex Street in West Footscray and is bound by Essex Street to the south, View Street to the west and Suffolk Street to the north. The reserve comprises a soccer pitch and is provided with a 4-space car park accessed from Oxford Street. The reserve also houses one multi-purpose court and one tennis court.

Johnson Reserve is home to the Maribyrnong Swifts Football Club, an all-female soccer club comprising both junior and senior teams. The Sunshine Druids Cricket Club utilise Johnson Reserve in the summer to run their Milo in 2 Cricket programs.

The existing configuration of Johnson Reserve and Barrett Reserve is shown in Figure 2.3.

Existing Conditions

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Figure 2.3: Johnson Reserve



2.2 Sustainable Transport

The subject site is well serviced by public transport, Figure 2.4 shows the subject site in relation to existing public transport routes and other sustainable transport infrastructure which is summarised below:

Pedestrian

- Pedestrian connections are provided along the majority of streets surrounding the two subject sites providing a reasonable level of pedestrian amenity, including raised pedestrian crossings on Essex Street and View Street.

On-road bicycle lanes are provided along Barkly Street (between Ashley Street and Summerhill Road) with informal bicycle routes also operate along streets within the study area including Essex Street, Church Street and Suffolk Street.

Cycling

- On-road bicycle lanes are provided along Barkly Street (between Ashley Street and Summerhill Road)
- Informal bicycle routes operate along streets within the study area including Essex Street, Church Street and Suffolk Street.

Train

- The sites are located within approximately 1km of West Footscray Station.

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Bus

- Public buses operate along the streets adjacent to the subject sites including Route 216 and Route 219 (Essex Street) and Route 220 (Barkly Street).

Figure 2.3: Public Transport Map



Existing Conditions

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2.3 Existing Parking Conditions

In consultation with Council, MGA undertook car park occupancy surveys at the following times and dates to capture and correspond with typical training and match day operating conditions surrounding the two reserves:

- Tuesday 25 June 2019 (to reflect training conditions)
- Thursday 27 June 2019 (to reflect training conditions)
- Sunday 30 June 2019 (to reflect typical operating conditions)
- Saturday 6 July 2019 (to reflect typical operating conditions)
- Sunday 28 July 2019 (to reflect typical operating conditions)

The full results of each of the surveys is provided in Appendix A with a summary provided below.

Tuesday 25 June 2019

Surveys were completed on Tuesday the 25 June 2019 between 4pm and 7pm to coincide with training activities at Johnson Reserve (5:30pm kick-off) and Johnson Reserve (6:30pm kick-off). Table 2.1 provides a summary of the parking surveys.

Table 2.1: Car Park Demand Surveys (Tuesday 25 June 2019)

Street	Capacity	Parking Occupancy			
		4pm	5pm	6pm	7pm
Essex Street	86	1	1	0	8
Blandford Street	124	35	41	39	40
Buxton Street	24	13	17	19	21
Market Street	94	12	20	29	34
Graham Street	42	0	0	1	3
Dove Street	51	22	25	29	28
Milton Street	52	21	23	25	29
Shorten Reserve	106	2	10	30	50
Barrett Reserve (off Essex Street)	48	7	5	24	48
Suffolk Street	83	21	30	33	29
Thompson Street	22	3	3	6	7
View Street	80	22	18	15	12
Tucker Street	50	11	7	23	24
Oxford Street	47	13	12	24	27
Marcus Avenue	40	9	9	16	17
Johnson Reserve	4	0	0	4	6
Public Capacity		953	953	953	953
Public Occupancies		192	221	317	383
Public Vacancies		761	732	636	570
% Occupancies		20%	23%	33%	40%

The survey results indicate that parking demands surrounding and including any on-site car parking associated with the reserves is fairly moderate with a peak occupancy of 40% occurring at 7pm (post training commencement at Shorten Reserve). The on-site car park at Barrett Reserve associated with the Rec West did peak at 7pm.

Existing Conditions

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Thursday 27 June 2019

Surveys were completed on Thursday 27 June 2019 between 5pm and 6pm to again coincide with training activities at Johnson Reserve (5:30pm kick-off) and Johnson Reserve (6:30pm kick-off). Table 2.2 provides a summary of the parking surveys.

Table 2.2: Car Park Demand Surveys (Thursday 27 June 2019)

Street	Capacity	Parking Occupancy	
		5pm	6pm
Essex Street	86	0	0
Blandford Street	124	39	43
Buxton Street	24	11	14
Market Street	94	24	19
Graham Street	42	0	0
Dove Street	51	24	27
Milton Street	52	19	20
Shorten Reserve	106	8	41
Barrett Reserve (off Essex Street)	48	18	17
Suffolk Street	83	24	24
Thompson Street	22	5	4
View Street	80	11	15
Tucker Street	50	12	16
Oxford Street	47	15	13
Marcus Avenue	40	11	11
Johnson Reserve	4	0	0
Public Capacity		953	953
Public Occupancies		221	264
Public Vacancies		732	689
% Occupancies		23%	28%

The survey results indicate that parking demands surrounding and including any on-site car parking associated with the reserves is relatively low with a peak occupancy of 28% occurring at 6pm. The surveys did not have as high of an occupancy within the Rex West (Barrett Reserve) car park as was observed on the Tuesday.

Existing Conditions

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Sunday 30 June 2019

Surveys were completed on Sunday 30 June 2019 between 10am and 4pm to coincide with match day activities primarily at Johnson Reserve (Under 14's and senior soccer matches). Activity was also observed at Shortern Reserve on the day. Table 2.3 provides a summary of the parking surveys.

Table 2.3: Car Park Demand Surveys (Sunday 30 June 2019)

Street	Capacity	Parking Occupancy						
		10am	11am	12pm	1pm	2pm	3pm	4pm
Essex Street	86	0	1	0	0	1	1	1
Blandford Street	124	41	50	49	59	67	62	64
Buxton Street	24	10	16	13	19	21	19	15
Market Street	94	20	18	15	17	20	24	25
Graham Street	42	1	0	1	0	0	0	2
Dove Street	51	26	21	23	26	25	24	30
Milton Street	52	25	26	25	23	23	23	28
Shortern Reserve	106	67	49	59	88	96	95	90
Barrett Reserve (off Essex Street)	48	15	26	20	26	37	38	30
Suffolk Street	83	27	30	38	32	34	36	40
Thompson Street	22	3	4	4	4	5	3	3
View Street	80	15	24	29	27	35	32	34
Tucker Street	50	13	17	21	19	16	20	18
Oxford Street	47	16	15	14	17	21	20	20
Marcus Avenue	40	16	16	18	19	18	16	15
Johnson Reserve	4	1	3	5	5	5	5	6
Public Capacity		953	953	953	953	953	953	953
Public Occupancies		296	316	334	381	424	418	421
Public Vacancies		657	637	619	572	529	535	532
% Occupancies		31%	33%	35%	40%	44%	44%	44%

The Johnson Reserve car park is limited to just 4 spaces which are typically fully occupied whilst there is any activity (training or matchday) at the venue. Parking along surrounding streets such as Oxford Street and View Street was moderate with a high number of vacancies still available.

Shortern Reserve saw high car parking occupancy building from the beginning of the survey period until the end with a 90% occupancy rate. This coincided with activity at the reserve on this day. Parking within the surrounding streets was moderate with no significant overspilling of parking into nearby Blandford Street and / or Essex Street.

Barrett Reserve car park also had moderate to high occupancy during the survey period although observations indicated that this parking was typically not associated with activities at Johnson Reserve but more so with that of Rec West.

Existing Conditions

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Saturday 6 July 2019

Surveys were completed on Saturday 6 July 2019 between 10am and 4pm to coincide with match day activities primarily at Shorten Reserve (men's and women's senior football matches). No activity was observed at Johnson Reserve on the day. Table 2.4 provides a summary of the parking surveys.

Table 2.4: Car Park Demand Surveys (Saturday 6 July 2019)

Street	Capacity	Parking Occupancy						
		10am	11am	12pm	1pm	2pm	3pm	4pm
Essex Street	86	0	0	0	0	2	3	4
Blandford Street	124	38	44	45	69	81	74	84
Buxton Street	24	16	15	15	17	17	17	15
Market Street	94	16	18	18	38	47	45	48
Graham Street	42	0	1	1	1	1	2	1
Dove Street	51	27	30	26	27	29	26	29
Milton Street	52	21	22	19	20	20	20	18
Shorten Reserve	106	8	37	55	107	110	98	102
Barrett Reserve (off Essex Street)	48	9	14	14	9	7	8	8
Suffolk Street	83	28	28	29	25	32	30	28
Thompson Street	22	4	2	3	4	3	5	4
View Street	80	10	12	12	11	23	31	30
Tucker Street	50	16	14	15	15	18	17	18
Oxford Street	47	15	15	16	19	18	19	19
Marcus Avenue	40	19	17	15	14	15	17	19
Johnson Reserve	4	0	0	0	2	0	0	1
Public Capacity		953	953	953	953	953	953	953
Public Occupancies		227	269	283	378	423	412	428
Public Vacancies		726	684	670	575	530	541	525
% Occupancies		24%	28%	30%	40%	44%	43%	45%

As noted, no organised activity was held at Johnson Reserve on the day with parking within the surrounding streets representative of typical weekend conditions.

Shorten Reserve saw very high car parking occupancy. The demand exceeded formal parking supply with vehicles observed to be parked within grassed areas surrounding the oval. There was also demand for parking observed within Blandford Street however its overall occupancy level still only peaked at around 68%.

The Barrett Reserve car park had low to moderate parking occupancy during the survey period.

Existing Conditions

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Sunday 28 July 2019

Surveys were completed on Sunday 28 July 2019 between 10am and 4pm to coincide with match day activities primarily at Shorten Reserve which saw 5 junior football matches back to back throughout the day.

Junior sport activity was also observed at Johnson Reserve on the day.

Table 2.5 provides a summary of the parking surveys.

Table 2.5: Car Park Demand Surveys (Sunday 28 July 2019)

Street	Capacity	Parking Occupancy							
		9am	10am	11am	12pm	1pm	2pm	3pm	4pm
Essex Street	86	0	0	0	1	1	0	0	0
Blandford Street	124	60	56	54	55	48	61	64	67
Buxton Street	24	13	13	15	18	20	19	15	15
Market Street	94	17	35	36	22	21	19	10	14
Graham Street	42	1	0	0	1	2	0	2	2
Dove Street	51	35	28	27	25	25	20	20	26
Milton Street	52	24	20	21	23	24	24	21	24
Shorten Reserve	106	99	89	81	77	85	82	79	86
Barrett Reserve (off Essex Street)	48	7	17	17	15	16	14	19	17
Suffolk Street	83	30	39	38	41	30	31	26	24
Thompson Street	22	1	1	1	2	0	1	1	2
View Street	80	32	17	24	38	28	29	15	13
Tucker Street	50	21	17	16	18	19	21	18	19
Oxford Street	47	20	16	15	16	22	22	24	22
Marcus Avenue	40	17	16	17	19	14	16	15	16
Johnson Reserve	4	1	3	3	3	6	6	6	2
Public Capacity		953	953	953	953	953	953	953	953
Public Occupancies		378	367	365	374	361	365	335	349
Public Vacancies		575	586	588	579	592	588	618	604
% Occupancies		40%	39%	38%	39%	38%	38%	35%	37%

Shorten Reserve saw high car parking occupancy although the quantum of vehicles parked was 10-20% fewer than those experienced at the venue on Saturday 6 July 2019. It is noted that the activities at Shorten Reserve on the Sunday were under aged sports while the Saturday events were associated with senior sport.

The Barrett Reserve car park had low to moderate parking occupancy during the survey period, again with minimal occupation by vehicles associated with activities at Johnson Reserve.

Johnson Reserve hosted activity throughout the day with parking along surrounding streets such as Oxford Street and View Street was moderate with a high number of vacancies still available.

Existing Conditions

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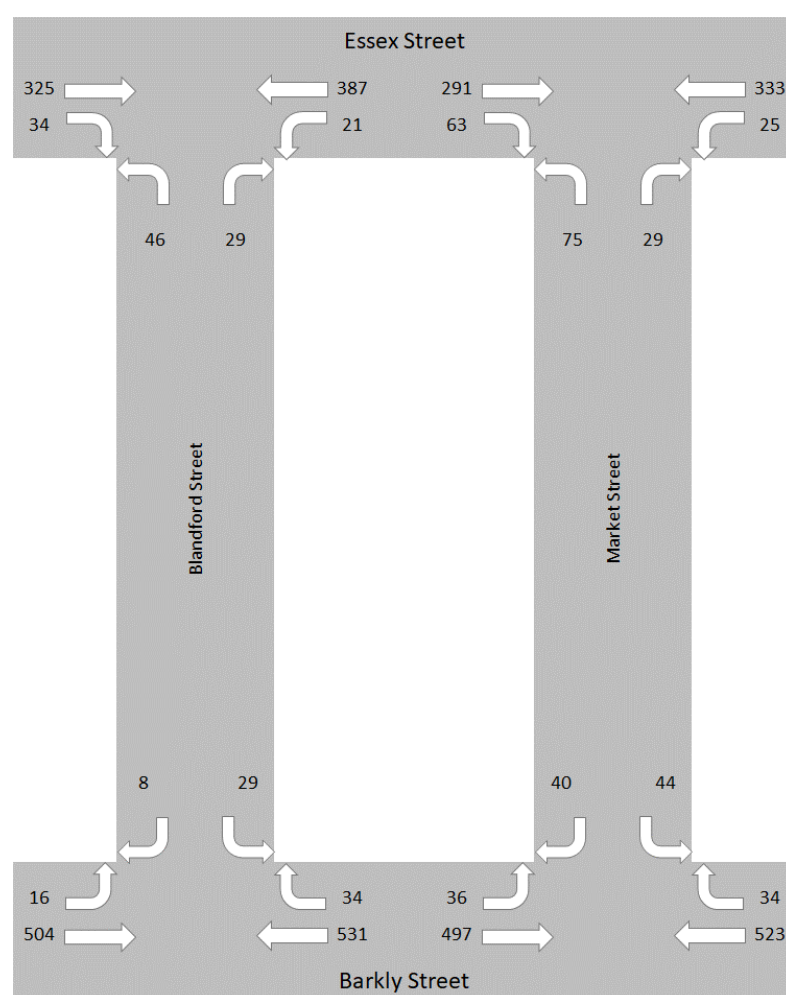
2.4 Existing Traffic Conditions

In consultation with Council, MGA undertook traffic (turning) movement counts between 5pm and 6pm on Tuesday 25 June 2019 and between 12pm and 1pm on Saturday 6 July 2019 at the four nominated intersections discussed, as follows:

- Essex St / Market St
- Essex St / Blandford St
- Barkly St / Market St
- Barkly St / Blandford St

The results of these counts are provided in Figure 2.3, and Figure 2.4 below with site observations indicating that the intersections operate well with limited queues and delays on all approaches.

Figure 2.3: Traffic Counts Tuesday 25 June 2019 (5pm-6pm)

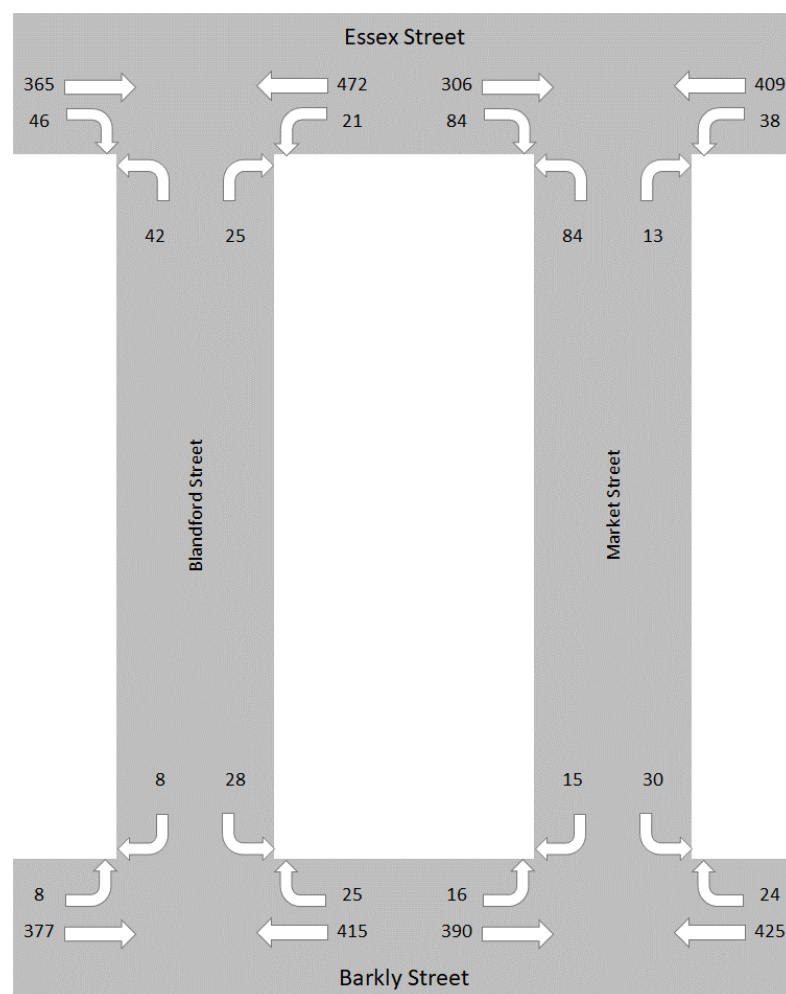


Existing Conditions

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Figure 2.4: Traffic Counts Saturday 6 July 2019 (12pm-1pm)



In addition, MGA have sourced automatic tube count data for roads surrounding the two sites from Council and from a Local Area Traffic Management (LATM) Study completed by Cardno in April 2018.

Available data for the key roads surrounding the subject sites are provided in Table 2.6.

Table 2.6: Traffic Volume Data

Street	Source	Combined (Two – Way)	Westbound / Northbound	Eastbound / Southbound	Avg Speed	85th %ile Speed
Essex Street	Council	6,981	3,394	3,587	41.8	48.0
Blandford Street	Council	1,008	531	477	29.2	33.6
Church Street	Council	2,280	1,138	1,142	40.2	45.9
Market Street	Council	1,684	874	810	44.6	50.9
Suffolk Street	Cardno	1322	631	691	-	39.5

Existing Conditions

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3. Proposal

3.1 Overview

The following analysis has been provided on the masterplan options provided by Council which are provided in Appendix B

3.2 Shorten & Barrett Reserves

The redevelopment of Shorten and Barrett Reserves includes the redevelopment of Shorten Reserve to provide a full-size football oval and pavilion while the existing RecWest building will be re-developed on Barrett Reserve. As part of the proposal, the northern end of Market Street will be closed with termination occurring just north of Graham Street. It is also proposed to open Graham Street (which currently does not allow through movements).

Parking is proposed to be provided via the following:

- New 40 space (approx.) car park servicing Shorten Reserve connecting to Market Street.
- New formalised 25-space (approx.) car park along the northern side of Graham Street.
- Reconfiguration of parking along the eastern side of Blandford Street to provide approx. 50 spaces (yielding approx. an addition 20-spaces).
- New 80 space car park to service RecWest.

3.3 Johnson Reserve

It is proposed to retain the full-sized pitch on Johnson Reserve with an additional 5-a-side pitch to be provided to the south along with a new pavilion and tennis court.

No car parking or road configuration modifications are proposed as part of any works on Johnson Reserve.

4. Parking Review

4.1 Statutory Car Parking

Statutory requirements for the provision of car parking are set out in Clause 52.06 of the Maribyrnong Planning Scheme, with parking rates specified in the Table to Clause 52.06-5. No specific rates exist for Sports Ovals (Minor Sports Recreational Facilities, Indoor Facility).

As such, parking needs to be provided to the satisfaction of Council.

4.2 Empirical Car Parking Data

Football (Australian Rules)

Empirical data obtained by MGA indicates a typical peak parking demand of between 55 and 110 spaces per football oval with the upper limit associated with back-to-back fixtures where parking overlap occurs. This is particularly prevalent during junior sports activity. Senior matches typically have a higher attendance and a greater vehicle to patron ratio however the spectator or non-participant attendees typically arrive outside of the key overlap times.

Discussion of patronage is provided in subsequent sections of this report.

Soccer

Traditional

Similar to Football (Australian Rules), empirical data obtained by MGA indicates a typical peak parking demand of between 30 and 60 spaces per soccer pitch with the upper limit associated with back-to-back fixtures where parking overlap occurs. Again, this is particularly prevalent during junior sports activity.

5-aside

Given the nature of the competition and reduced number of participants, 5-aside matches would typically generate half of the parking demand compared to a traditional full-size pitch. As such, 5-aside are anticipated to generate in the order of 15-30 spaces per pitch.

4.3 Site Observation Demands

Shorten Reserve

Peak demands at Shorten Reserve occurred on Saturday 6 July 2019 when senior football activity (men's and women's competition) was on. The on-site car park was filled to beyond its capacity (110 occupancies) with surrounding streets (particularly Blandford Street) seeing a significant increase in parking demand (approximately an additional 50 vehicles).

As such, the peak parking demand associated with Shorten Reserve was approximately 160 vehicles which occurred at the changeover period between the men's and women's fixtures. This data is consistent with the empirical information presented earlier in this section.



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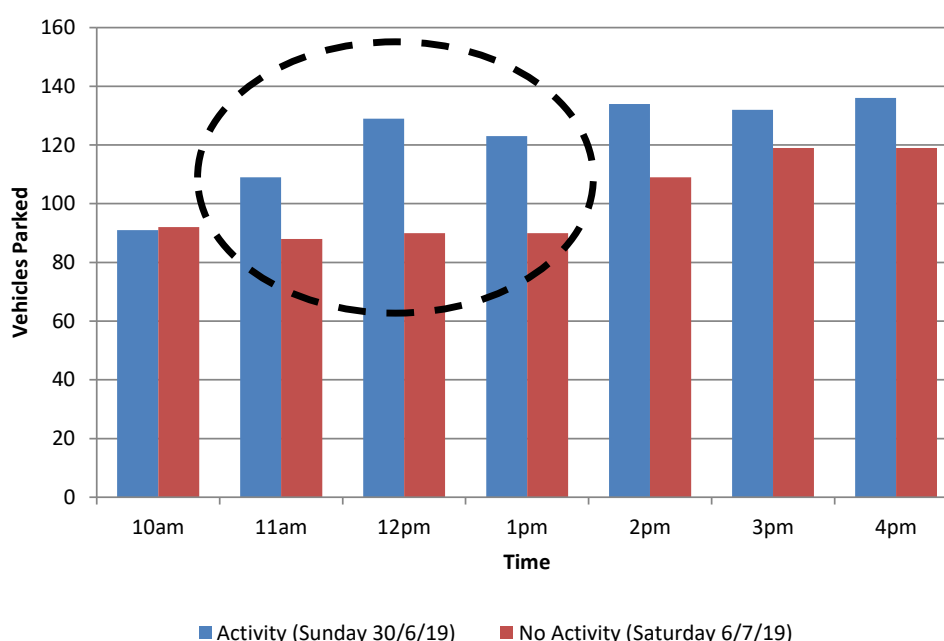
Johnson Reserve

Peak demands at Johnson Reserve were more difficult to determine given the limited on-site car parking. Parking within the surrounding streets remained consistent over all survey periods. As such, a comparison of car parking within the immediate precinct (View Street, Tucker Street Oxford Street and Suffolk Street) has been reviewed for the following days:

- Sunday 30 June 2019 (hosting under 14 and senior matches)
- Saturday 6 July 2019 (no activity observed)

The results have been plotted in Figure 3.1, below.

Figure 3.1: Johnson Reserve Parking Comparisons



Observations and Council provided information suggested that on Sunday 30 June 2019, there were under 14 and senior fixtures between 11:30am and 1pm (shown in the dotted area in Figure 3.1). During this time, the two data sets have a peak differential of some 39 vehicles.

This level of parking is consistent with the lower range of parking data for soccer activity however given that only 2 games were scheduled, there may not have been the overlap demand that is typically associated with back-to-back fixtures.

Rec West (Barrett Reserve)

Peak demands at Rec West (Barrett Reserve) were observed on Tuesday 25 June 2019 where the car park hit its limit (48 spaces), whilst on Sunday 30 June 2019, vehicle occupancy peaked at 38 spaces. Observations indicated that during the high activity times at Shorten Reserve, limited overspill was seen in the Rec West (Barrett Reserve) car park.

Parking Review

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4.4 Adopted Design Rates

In order to provide a consistency through the review process, the following design parking rates will be considered:

- Football (Shorten Reserve): 110 spaces
(Despite observations at Shorten Reserve indicating a higher demand (approximately 160 spaces, this demand was observed during senior football competition. It is understood that the oval at Shorten Reserve will be an exclusive junior oval with senior fixtures moving to a new location (Dobson Reserve)).
- Soccer (Johnson Reserve): 60spaces
- 5-side (Johnson Reserve): 30 spaces
- Rec West Facility: 50spaces

4.5 Car Parking Demand Assessment

Shorten Reserve

Anticipated Parking Demand: 110 spaces

It is proposed to re-construct car parking on Shorten Reserve (reducing the overall capacity to approx. 40 spaces with access via Market Street), whilst providing an additional 20 and 25 spaces along Blandford Street and Graham Street respectively, yielding 85 spaces.

As such, the proposal at Shorten Reserve will rely on approximately 25 car parking spaces during peak times.

Barrett Reserve (RecWest)

Anticipated Parking Demand: 50 spaces

The existing RecWest development is provided with 48 car parking spaces. Whilst the facilities at RecWest are to be refurbished and floor areas of some uses increased, this is not anticipated to related to substantial increases in car parking demands.

The redevelopment proposes a reconfigured 80 space car park (and increase of some 60%-70%) which will adequately accommodate RecWest parking demands (including any minor increases experienced post redevelopment) without reliance on overflow car parking in surrounding areas.

Johnson Reserve

Anticipated Parking Demand: 90 spaces

It is not proposed to provide any on-site car parking as part of the development proposal on Johnson Reserve.

The two soccer pitches (one full size and one 5-side -assumed to be peaking concurrently) would generate a demand for 90 spaces (30 additional spaces above the existing demand) which would see the full reliance of this additional demand on on-street parking.

4.6 Adequacy of Parking

Shorten Reserve

The design proposal estimates that approximately 85 spaces of the peak 110 space demand will be provided via new parking areas within Shorten Reserve (approx. 40 spaces with access via Market Street), with new parking for an additional 20 and 25 spaces along Blandford Street and Graham Street respectively.

Parking Review



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The reliance on approximately 25 car parking spaces during peak times can be accommodated via the available on-street car parking surrounding the reserve as follows:

- A minimum of 25 vacancies were observed along Blandford Street south of Essex Street to Withers Lane to non-residential frontages.
- Essex Street was significantly underutilised during the parking observations with a minimum of 78 spaces available at peak times. It is understood that Council is considering restricting car parking on one of either the northern or southern kerbs along Essex Street to formalise and better define parking whilst continuing to allow for two-way flow of traffic as well as servicing the 216 and 219 bus routes. As such, this proposal will only consider 50% of the available parking along Essex street (approximately 40 spaces).

Barrett Reserve (RecWest)

The redevelopment proposes a reconfigured 80 space car park which will adequately accommodate the existing RecWest parking demands.

Johnson Reserve

No car parking is proposed as part of improvements to Johnson Reserve. As such, 30 additional spaces during peak times are required to be accommodated on-street. Parking observations completed during the utilisation of Johnson Reserve (existing full-size senior soccer) saw a minimum of 35 on-street spaces available along the non-residential frontage of View Street (western side of Johnson Reserve) with other parking opportunities in surrounding streets. The use of View Street is considered ideal to accommodate parking for Johnson Reserve.

5. Site Layout Analysis

5.1 Overview

The masterplan is a high-level representation of the layout / configuration of the two proposals. As such, detailed layout analysis has not yet been undertaken. Notwithstanding, the following provides a high-level assessment of the key layout requirements:

- The proposed parking layout should be designed in respect to the relevant Design Standards set out in Clause 52.06 of the Planning Scheme or AS/NZ 2890.1:2004 (Australian and New Zealand Standard for Off-Street Car Parking), including (but not limited to):
 - Two-way accessways and adequate circulation measures where dead-end aisles are provided to ensure adequate turn around areas and heavy vehicle access is provided.
 - Multiple access points (where possible) to aid circulation and convergence to a singular point or (as nominated above) adequate circulation within car parks and adequate access width to accommodate traffic flow.
 - Car parking spaces and accessways to be designed to meet or exceed the minimum dimensions in Table 2 of Clause 52.06.
 - Disabled car parking spaces to be designed in accordance with AS 2890.6-2009 and the Building Code of Australia, located within close proximity to facilities.
 - Car parking must be well lit and clearly signed.
 - Pedestrian routes through car parking areas and building entries and other destination points will be clearly marked and separated from high traffic areas.
- The proposed sports pavilions should be located within close proximity to main car parking facilities.
- Car parking facilities (be it on-street or off-street) should be adequately linked with pedestrian paths to pavilions and ovals / pitches.
- All sites should be provided with adequate bicycle parking facilities.
- Provisions should be made for adequate servicing of the sports pavilions and associated grounds including loading and waste management.

5.2 Rec-West Car Park

It is proposed to re-configure the existing RecWest car park on Barrett Reserve to provide for additional parking reconfigured to optimise the area available. While the existing car park provides for separate entry and exit crossovers to Essex Street, the proposal (whilst not confirmed) shows a single two-way access point to the west of the car park. The reduction in crossovers will not compromise accessibility to the site nor the operation of the access with Essex Street. During the detailed design process, the design of the car park and its access will need to ensure that it caters for simultaneous entry and exit movements,

5.3 Blandford Street Reconfiguration

It is proposed to take advantage of Blandford Street's wide carriageway to increase parking capacity along the eastern verge adjacent to Shorten Reserve. Blandford Street currently accommodates school drop-off and pick-up parking along its western verge with a school crossing located south of Shorten Reserve. The reconfiguration of parking is not anticipated to hinder school pick-up / drop-off operation and any design should consider how any parking and footpath reconfiguration links to the existing (or potentially improved) school crossing across Blandford Street.



6. Pedestrians

MGA has reviewed empirical data for vehicle occupancy rates at local sports facilities which indicate an average vehicle to occupancy rate of 2.5 (people per vehicle) for all junior sports activities. This ratio drops to approximately 1.5 for more senior sport.

Utilising the adopted design rates for parking presented in Section 4 of this report, we can estimate the following pedestrian / people numbers at each oval at any given time.

- Football (Shorten Reserve): 275 people
- Soccer (Johnson Reserve): 150 people

The above figures are based on the upper patron limit of 2.5 patrons per vehicle given the understanding that the oval at Shorten Reserve will be an exclusive junior oval with senior fixtures moving to a new location.

These figures account for overlap in games and are spread out over the entire facility (ground, change rooms, car park etc.).

The design of pedestrian facilities will be included as part of any landscaping architecture prepared for the project by others. All paths and facilities should be designed in accordance with relevant standards and link into the existing infrastructure surrounding the site.

The majority of the proposal represents an improvement in facilities as opposed to an increase in activity (only the 5-a-side pitch will generate additional parking, traffic and patron numbers). As such, the development will represent an improvement in pedestrian and accessibility infrastructure.

7. Traffic Assessment

7.1 Traffic Generation

Like parking, peak traffic activity at sports ovals occurs on matchdays with traffic associated with multiple games and teams. The following generation rates are based on empirical data and a first principles assessment of peak operation on matchdays. Traffic generation associated with training activities is substantially less and occurs during a period typically outside of the road network peak periods.

Football (Australian Rules)

Empirical data obtained by MGA for typical local Australian Rules ovals indicates a typical peak hour traffic generation rate of 80 movements in an hour. This allows for the overlapping of matches where arrivals for an upcoming match are met by the departing vehicles associated with the match prior. As such all movements are evenly split between inbound and outbound movements.

Local Australian Rules ovals also have a daily (matchday) traffic generation rate of approximately 550 movements (dependant on the number of matches played).

Soccer

Empirical data obtained by MGA for typical local Soccer pitches indicates a typical peak hour traffic generation rate of 45 movements in an hour with a daily (matchday) traffic generation rate of approximately 300 movements.

5-a-side

As discussed and similar to the parking characteristics discussed earlier in this report, given the nature of the competition and reduced number of participants, 5-a-side matches would typically generate half of the parking demand compared to a traditional full-size pitch. As such, a 5-a-side pitch is anticipated to generate a typical peak hour traffic generation rate of 20-25 movements in an hour with a daily (matchday) traffic generation rate of approximately 200 movements.

RecWest Footscray

It is conservatively assumed that half of the anticipated peak parking demand will be turned over in the peak period equating to a traffic generation rate of approximately 25 movements.

7.2 Traffic Impacts

General

The proposal represents an improvement in the current on-site facilities at both Shorten/ Barrett Reserves and Johnson Reserve. As such, traffic generation characteristics are anticipated to remain as per current conditions with the exception of the additional of a 5-a-side pitch on Johnson Reserve which is anticipated to generate approximately 20-25 additional movements to the surrounding road network in an peak hour on matchdays.

As such, when we assess the proposal against existing traffic volumes and road network operation in the vicinity of the site, the additional traffic generated could not be expected to compromise the safety or function of the surrounding road network.

Traffic Assessment



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Notwithstanding, an assessment of key roads surrounding the reserves is provided.

Shorten & Barrett Reserves

It is proposed to redevelop the existing facilities on both Shorten and Barrett Reserves with the reduction of on-site car parking to approximately 40 spaces on Shorten Reserve and 80 spaces on Barrett Reserve (for the refurbished RecWest). As such, traffic and traffic generation for this option is anticipated to remain status quo.

The reduction in on-site car parking on Shorten Reserve, coupled with the reconfiguration of parking on Blandford Street and reconfiguration of the road network (closure of Market Street and opening of Graham Street) will see a potential diversion and re-routing of traffic to surrounding streets (particularly Graham Street, Essex Street and Blandford Street). While the overall function and safety of the surrounding road network is anticipated to remain as per existing conditions, the impacts to particular parts of the network are further discussed below.

Essex Street

Essex Street is classified as a Connector Street with an indicative upper limit capacity of 7,000 vehicles per day. Current traffic volumes as presented in Section 2 of this report show that Essex Street is nearing the upper limit of its theoretical capacity for a typical weekday. Notwithstanding, connector roads can often carry higher volumes and support various peak periods throughout a week, including peak periods on weekends. As such, daily volumes for Essex Street would be lower on the weekend making it suitable to accommodate traffic associated with the precinct.

Essex Street currently serves as one of the main routes to the existing on-site car park accessed via Market Street. The proposal will reduce / remove on-site parking within Market Street and accordingly reduce the traffic accessing the Market Street via Essex Street. Notwithstanding, the improvements to parking (design and capacity) along both Essex Street and Blandford Street would counter any reduction in traffic and see the operation of Essex Street remain consistent with current conditions.

Market Street

Market Street is a wide local with an indicative upper limit capacity of 3,000 vehicles per day. Current traffic volumes as presented in Section 2 of this report show that Market Street currently operates with peak daily volumes of approx. 1,700 vehicles per day.

The closure of Market Street to accommodate the design proposal will see a reduction in overall traffic volumes utilising Market Street on a typical weekday via the elimination of through traffic utilising Market Street to access Essex Street and Barkly Street. Matchday or Shorten Reserve related traffic along Market Street will remain comparable to existing conditions despite the closure given the reduction of approximately half of the on-site car parking (including the proposed Graham Street parking).

Blandford Street

Blandford Street is classified as a higher order access street with an indicative upper limit capacity of 3,000 vehicles per day. Traffic volumes as presented in Section 2 of this report show that Blandford Street is currently operating well within its theoretical capacity. It is proposed to take advantage of Blandford Street's wide carriageway to increase parking capacity along the eastern verge adjacent to Shorten Reserve. This increase in parking capacity will naturally lead to an increase in traffic volumes along Blandford Street which, given its low levels of existing traffic, has the ability to adequately accommodate any increase in traffic, including through traffic diversions caused by the closure of Market Street.

Increases in traffic are anticipated during peak oval operating times and as such will not hinder the operation of Blandford Street outside of these times, particularly during school drop off and pick up times,

Traffic Assessment



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Graham Street

Graham Street is classified as an Access Street currently operating with minimal traffic given its restriction in access from Summerhill Road only. Under the proposal, access is proposed to be connected through to Market Street with parking for approximately 25 vehicles provided on the northern verge of Graham Street.

This connection and the provision of car parking will naturally see an increase in traffic along Graham Street and through the intersection of Graham Street and Summerhill Road. Whilst any increase may seem high as a percentage comparison against existing conditions, the configuration of Graham Street including the future works proposed as part of the masterplan would see the operation of Graham Street maintained within theoretical capacity limits.

Dove Street & Milton Street

It is anticipated that streets located further south of Graham Street would not experience any increase in traffic as a result of parking or circulation. When the on-site car parking reaches capacity, the majority of traffic circulating to other available parking areas are anticipated to do so via Barkly Street (to Blandford Street) or via Graham Street (to Summerhill Road and Essex Street).

Summerhill Road

Summerhill Road is classified as a major Council arterial currently accommodating approximately 9,000 vehicle movements per day. It has dedicated kerbside parking lanes providing for free-flow central traffic lanes in both the north and south direction.

Under the proposal, traffic is anticipated to remain consistent along Summerhill Road given that the proposal does not represent an increase in on-site development intensity. As such, the function of Summerhill Road will continue as per existing conditions.

Under existing conditions, most traffic generated from the north would have utilised Essex Street to access the on-site car park associated with Shorten Reserve. While decreases in on-site parking and expanded and reconfigured parking along Blandford Street and Essex Street will still see traffic continuing to utilise Essex Street, there will be an increase in traffic volumes through the intersection of Summerhill Road and Graham Street given its connectivity to the on-site parking and pavilion facilities.

The oval is anticipated to generate 80 vehicle movements in a peak (split evenly between inbound and outbound movements) with approximately 25% generated from the north. Conservatively (on the high side) assuming all of these 20 movements utilised the intersection of Summerhill Road and Graham Street (10 arrivals and 10 departures), this would equate to approximately a movement every 6 minutes. This is not expected to have any operation effects on the intersection in question not the function of Summerhill Road as a through route.

Johnson Reserve

Johnson Reserve does not propose any on-site car parking amendments or improvements whilst providing a new 5-a-side pitch and associated pavilion. The increase in the number of pitches will increase daily traffic in the surrounding area by some 200 movements on a peak matchday or approximately 20-25 movements in a peak hour.

While the surrounding road network (namely Oxford and View Streets) will be capable of absorbing the increase in traffic from a capacity point of view, the use of Oxford Street as the sole provider of access to the site (pavilion) may see an over concentration of traffic along this road despite no car parking being provided.

It will be the intention of most visitors (particularly those from opposition teams) to be drawn to the main entrance or car park of the site. While the surrounding streets may be capable of accommodating parking

Traffic Assessment

Agenda Item 9.3 - Attachment 2

demands (quantum) generated by the proposal, the lack of a focal car parking point, even if not accommodating the full peak parking demands, may see overuse and circulation within surrounding streets. This may create the potential for two-way conflict along streets such as Oxford Street.

Furthermore, even if the proposal were to implement car park at the terminus of Oxford Street, there would be a significant disconnect between the car park itself and the available overspill parking (available along View Street and the surrounding network).

While the small increase in traffic (20-25 movements) is not expected to alter the operation of the surrounding road network, the proposals lack of a focal point regarding parking may have an adverse impact on traffic operation, particularly along Oxford Street.

It is understood that shifting the pavilion to the western side of the ground or between the two pitches is not preferred, as such, it is recommended that a plan be established by Council to accompany the redevelopment of Johnson Reserve focused on attracting vehicles toward View Street and away from Oxford Street, particularly for visiting guests.

8. Alternative Design Options

8.1 Graham Street

It is understood that Council may choose to retain Graham Street as a dead-end street with access to remain from Summerhill Road only. The following provides an assessment of the impacts alternative configurations of Graham Street will have on parking and traffic.

Graham Street Closure (with increased parking)

Should Council maintain the closure of Graham Street but increase parking in-line with the proposal, then there will not be any difference from a parking perspective from the analysis presented earlier in this report.

It is not recommended that parking be upgraded / reconfigured along Graham Street if the road is to remain closed. While the additional parking will boost the capacity in the precinct, its disconnection from the vast majority of parking serving Shorten Reserve make it impractical.

From a traffic perspective, retaining the closure will see a drop-in traffic activity along Graham Street (compared to the proposal) given the removal of circulating traffic associated with the Shorten Reserve car park. Traffic will be limited to that associated with the parking along Graham Street. This will also see a drop in the traffic accessing the intersection of Summerhill Road and Graham Street (compared to the proposal).

Traffic will increase along Market Street (although not beyond levels currently experienced) given circulating traffic accessing other parking areas will not be able to utilise Graham Street for circulation.

Graham Street Closure (No Parking)

If the closure of Graham Street is retained and no parking upgrades are made, then the function and operation of Graham Street will remain as per current conditions. As per above, traffic will increase along Market Street (although not beyond levels currently experienced) given circulating traffic accessing other parking areas will not be able to utilise Graham Street for circulation.

From a parking perspective, eliminating the Graham Street upgrade will see the precinct short of some 20-25 spaces. While surveys contained within this report indicate that there are available on-street parking spaces in surrounding streets capable of accommodating this shortfall, parking starts to become disconnected from the reserve if numbers are required to be accommodated in street(s) further away from the reserve. This could also lead to over circulation of vehicles around the precinct.

Should parking not be provided in Graham Street, it is encouraged that parking surrounding the reserve be upgraded or expanded to accommodate this shortfall. The best and most practical solution would be to expand on-site (Shorten Reserve) parking. This will centralise parking with the increase not having an impact on traffic operation (particularly along Market Street which will operate in line with current conditions).

9. Conclusion

Based on the analysis and discussions presented within this report, the following conclusions are made:

- i The redevelopment includes a full-size football oval and pavilion at Shorten Reserve while the existing RecWest building on Barrett Reserve will be re-developed. The proposal also proposes the closure of the northern end of Market Street to accommodate open space infrastructure. It is also proposed to re-construct and reconfigure car parking on and around Shorten Reserve and Barrett Reserves.
- ii It is proposed to retain the full-sized pitch on Johnson Reserve with an additional 5-aside pitch to be provided to the south along with a new pavilion and tennis court. No car parking is proposed as part of any works on Johnson Reserve.
- iii Empirical data obtained by MGA yielded the following design parking rates to be considered as part of the assessment:
 - Football (Shorten Reserve): 110 spaces
 - Soccer (Johnson Reserve): 60spaces
 - 5-aside (Johnson Reserve): 30 spaces
 - Rec West Facility: 50spaces
- iv The proposed car parking works as part of the redeveloped Shorten Reserve is estimated to represent a shortfall of some 20-25 spaces. This can be accommodated via the available on-street car parking surrounding the reserve.
- v The redevelopment proposes a reconfigured 80 space car park which will adequately accommodate the anticipated RecWest parking demands.
- vi An 30 additional spaces during peak times are required to be accommodated on-street to support the expansion of Johnson Reserve. Vacancies exist along the non-residential frontage of View Street (western side of Johnson Reserve) with other parking opportunities in surrounding streets.
- vii All car park (and associated areas) should be designed in respect to the relevant Design Standards set out in Clause 52.06 of the Planning Scheme or AS/NZ 2890.1:2004 (Australian and New Zealand Standard for Off-Street Car Parking).
- viii The following generation rates are based on empirical data and a first principles assessment of peak operation on matchdays:
 - Football (Australian Rules) 80 movements in an hour, 550 movements per matchday
 - Soccer 45 movements in an hour, 300 movements per matchday
 - 5-aside 20-25 movements in an hour, 200 movements per matchday.
- ix With regard to traffic generation, Shorten and Barrett Reserves are anticipated to remain as per current conditions. As such, when we assess the proposal against existing traffic volumes and road network operation in the vicinity of the site, the additional traffic generated could not be expected to compromise the operation of the surrounding road network.
- x While the operation of the surrounding road network is anticipated to remain generally as per existing conditions, parts of the network may see variations in existing operating conditions during peak periods. These changes are not considered to be detrimental to road network or specific intersection function or safety.
- xi The increase in the number of pitches at Johnson Reserve is anticipated to generate approximately 20-25 additional movements to the surrounding road network in a peak hour on matchdays.
- xii While the surrounding road network (namely Oxford and View Streets) will be capable of absorbing the increase in traffic from a capacity point of view, the use of Oxford Street as the sole provider of access

Conclusion



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to the site (pavilion) may see an over concentration of traffic along this road despite no car parking being provided.

- xiii It is recommended that a plan be established by Council to accompany the redevelopment of Johnson Reserve focused on attracting vehicles toward View Street and away from Oxford Street, particularly for visiting guests.

Conclusion

Transport Impact Assessment - West Footscray Community Facilities Plan



Appendix A

Car Parking Demand Surveys





Street	Section	Side	Restriction	Capacity	Parking Occupancy Tuesday 25 June 2019					Thursday 27 June 2019			Parking Occupancy Sunday 30 June 2019								Parking Occupancy Saturday 6 July 2019								Parking Occupancy Saturday 27 July 2019							
					8:30pm	0.4875	6pm	7pm			4:30pm		5:30pm		10am	11am	12pm	1pm	2pm		3pm	4pm		10am	11am	12pm	1pm		2pm	3pm	4pm		9am	10am	11am	12pm
Essex Street	Church - Khartomb	N	Unrestricted	5	0	0	0	0		0	0		0	1	0	0	0	0	1		0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
	Khartomb - Soudan		Unrestricted	6	0	0	0	0		0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0	
	Soudan - Dongola		Unrestricted	3	0	0	0	0		0	0		0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0
	Dongola - Summerhill		Unrestricted	14	1	1	0	5		0	0		0	0	0	0	1	1	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0	
	Summerhill - Market	S	Unrestricted	19	0	0	0	3		0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0	
	Market - Blandford		Unrestricted	39	0	0	0	0		0	0		0	0	0	0	0	0	0	0		0	0	0	0	2	3	4		0	0	0	1	1	0	0
Blandford Street	Essex - Busch	W	Unrestricted	51	8	14	10	11		11	8		10	14	15	14	19	22	25		9	11	9	20	29	24	31		15	24	18	22	18	17	22	25
	Busch - Barkly		1P 6PM-10PM	15	6	6	7	6		6	11		5	7	7	11	10	8	7		11	10	10	9	12	9	10		15	4	3	5	4	11	12	9
	Barkley - Withers	E	1P 6PM-10PM	24	11	8	13	13		12	13		9	7	10	16	19	14	13		7	9	10	13	16	15	14		10	7	9	11	10	15	9	11
	Withers -Essex		1P 6PM-10PM	34	10	13	9	10		10	11		17	22	17	18	19	18	19		11	14	16	27	24	26	29		20	21	24	17	16	18	21	22
Buxton Street	Barkley - End	W	2P disabled	3	0	0	1	1		0	0		0	1	1	0	1	0	1		0	0	0	0	0	0	0		0	0	1	1	1	2	2	1
	End - Barkley	E	2P 6PM-10PM	21	13	17	18	20		11	14		10	15	12	19	20	19	14		16	15	15	17	17	17	15		13	13	14	17	19	17	13	14
Market Street	Barkly - Essex	W	Unrestricted	45	9	12	15	17		12	11		13	12	10	12	10	13	12		10	10	10	21	24	20	20		11	18	18	12	13	12	7	9
	Essex - Graham	E	Unrestricted	26	0	1	1	5		0	0		0	0	0	0	1	3	5		1	1	2	7	13	14	16		1	10	10	4	2	1	0	1
	Graham - Dove		Unrestricted	7	2	2	3	3		1	1		3	2	1	1	3	2	2		2	2	1	3	4	4	5		3	3	3	3	3	3	2	2
	Dove - Milton		Unrestricted	8	1	2	4	4		4	4		3	3	3	3	4	4	4		1	3	2	3	2	3	2		2	4	4	3	3	3	1	1
	Milton - Barkley		Unrestricted	8	0	3	6	5		7	3		1	1	1	1	2	2	2		2	2	3	4	4	4	5		0	0	1	0	0	0	0	1
Graham Street	Market - Summerhill	N	Unrestricted	27	0	0	1	2		0	0		0	0	0	0	0	0	0		0	1	1	1	1	2	1		0	0	0	0	0	0	0	0
	Summerhill - Market	S	Unrestricted	15	0	0	0	1		0	0		1	0	1	0	0	0	2		0	0	0	0	0	0	0		1	0	0	1	2	0	2	2
Dove Street	Market - Summerhill	N	Unrestricted	25	8	15	13	12		11	13		13	10	11	12	7	7	13		10	14	12	11	12	11	12		16	14	15	14	13	12	12	15
	Summerhill - Market	S	Unrestricted	26	14	10	16	16		13	14		13	11	12	14	18	17	17		17	16	14	16	17	15	17		19	14	12	11	12	8	8	11
Milton Street	Market - Summerhill	N	Unrestricted	25	11	13	13	14		13	11		13	15	10	9	13	13	14		11	14	11	11	10	9	8		11	10	9	7	9	8	7	8
	Summerhill - Market	S	Unrestricted	27	10	10	12	15		6	9		12	11	15	14	10	10	14		10	8	8	9	10	11	10		13	10	12	16	15	16	14	16
Shorten Reserve			Unrestricted	103	2	10	30	48		7	41		67	47	59	87	96	94	90		8	37	55	107	109	98	102		98	88	80	76	83	81	78	85
			Disabled	3	0	0	0	2		1	0		0	2	0	1	0	1	0		0	0	0	0	1	0	0		1	1	1	1	2	1	1	1
Barrett Reserve			Unrestricted	48	7	5	24	48		18	17		15	26	20	26	37	38	30		9	14	14	9	7	8	8		7	17	17	15	16	14	19	17
Suffolk Street	Stanley - Thompson	N	Unrestricted	11	0	2	7	1		1	2		1	2	2	2	2	2	2		2	2	2	2	3	4	4		2	4	4	4	4	6	5	5
	Thompson - Church		Unrestricted	30	6	15	13	16		11	12		12	11	14	12	12	16	17		10	10	12	10	13	11	9		12	11	12	16	13	12	9	9
	Church - View	S	Unrestricted	37	15	12	12	11		11	9		13	16	21	18	20	18	21		15	16	15	13	16	15	15		14	21	21	20	12	12	11	9
	View-Stanley		Unrestricted	5	0	1	1	1		1	1		1	1	1	0	0	0	0		1	0	0	0	0	0	0		2	3	1	1	1	1	1	1
Thompson Street	Suffolk - Albert Facey	W	Unrestricted	10	1	1	2	1		2	2		2	2	1	1	1	1	1		1	1	1	2	2	2	1		1	1	1	2	0	1	1	1
	Albert Facey - Carlyle	E	Unrestricted	6	0	0	1	2		2	1		0	1	1	1	1	0	0		2	0	1	1	1	2	2		0	0	0	0	0	0	0	1
	Carlyle - Suffolk		Unrestricted	6	2	2	3	4		1	1		1	1	2	2	3	2	2		1	1	1	1	0	1	1		0	0	0	0	0	0	0	0
View Street	Suffolk - Essex	E	Unrestricted	52	8	5	4	2		0	2		4	5	11	13	14	14	17		1	1	3	0	7	12	12		15	5	11	18	12	14	5	2
	Essex - Suffolk	W	Unrestricted	28	14	13	11	10		11	13		11	19	18	14	21	18	17		9	11	9	11	16	19	18		17	12	13	20	16	15	10	11
Tucker Street	Church - End	N	Unrestricted	26	7	4	13	14		5	9		8	10	11	11	8	10	9		10	8	9	9	11	11	12		11	10	10	11	11	13	11	11
	End - Church	S	Unrestricted	24	4	3	10	10		7	7		5	7	10	8	8	10	9		6	6	6	6	7	6	6		10	7	6	7	8	8	7	8
Oxford Street	Church - End	N	Unrestricted	25	9	8	13	11		6	4		10	8	9	11	13	11	13		6	6	7	8	6	6	7		11	7	7	8	13	13	14	13
	End - Church	S	Unrestricted	22	4	4	11	16		9	9		6	7	5	6	8	9	7		9	9	9	11	12	13	12		9	9	8	8	9	9	10	9
Marcus Avenue	Church - End	N	Unrestricted	17	3	2	6	7		11	8		5	4	5	7	8	6	6		8	7	6	5	4	5	7		4	5	6	8	4	5	7	7
	End - Church	S	Unrestricted	23	6	7	10	10		0	3		11	12	13	12	10	10	9		11	10	9	9	11	12	12		13	11	11	11	10	11	8	9
Johnson Reserve	Car Park	NA	Unrestricted	4	0	0	4	6		0	0		1	3	5	5	5	5	6		0	0	0	2	0	0	1		1	3	3	3	6	6	6	2
							</																													

Appendix B

Masterplan



Agenda Item 9.3 - Attachment 2



Agenda Item 9.3 - Attachment 2



- LEGEND:**
- KEY AREAS**
- 1 Kickabout area
 - 2 Existing playground
 - 3 New upgraded picnic area
 - 4 Proposed pavilion
 - 5 New tennis court
 - 6 Proposed turf field
 - 7 Proposed planting buffer
 - 8 Existing turf field
 - 9 Realigned pedestrian path and proposed nodes
 - 10 Additional carparking to Oxford Street
 - 11 Existing parallel carparking to View Street
- OBJECTS AND MATERIALITY**
- Site outline
 - Existing Trees
 - Existing Palm Trees
 - Existing Concrete Path
 - Proposed Crushed Rock Path
 - Turf
 - Proposed Evergreen Tree
 - Proposed Deciduous Tree
 - Proposed Seating Nodes
 - Proposed buffer planting



JOHNSON RESERVE, WEST FOOTSCRAY
LANDSCAPE CONCEPT PLAN

DATE: 18.09.2019
JOB NO: P0012863
DWG NO: LCP_01
REV: DRAFT

Agenda Item 9.3 - Attachment 2



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MGA

**TRAFFIC
TRANSPORT
WASTE**

Agenda Item 9.3 - Attachment 3

PARTIAL ROAD DISCONTINUATION/CLOSURE RESTRICTING ACCESS TO VEHICULAR TRAFFIC

MARKET STREET, BETWEEN GRAHAM AND ESSEX STREETS, WEST FOOTSCRAY

REPORT BY MARIBYRNONG CITY COUNCIL, 08 MARCH 2023

PROPOSAL:

This report concerns a proposal by Maribyrnong City Council for partial road closure restricting access to vehicular traffic (except bicycles) on Market Street, intersection of Essex Street (Figure 1).

The purpose is to unify Shorten Reserve & the RecWest sites together. The project is seeing renewals of both reserve and sports centre and will feature a new streetscape in lieu of the current road reserve. The northern end will be closed off to traffic, with Graham St also being renewed and asphalted to provide thoroughfare. Despite the closure, Market Street will retain its status as a road and remain open to foot and bicycle traffic.

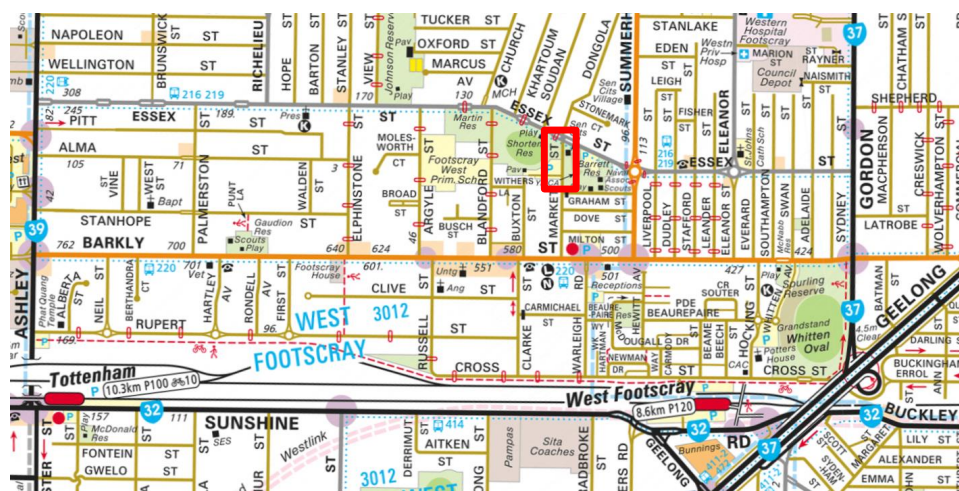


Figure 1: Locality plan

EXISTING CONDITIONS AND TRAFFIC HISTORY:

Market Street is a local road approximately 325 metres long aligned in a north-south orientation, enveloped by Essex Street and Barkly St.

Essex Street is the main road for east west movements, connecting pedestrian a to primary school, green spaces

Barkly St and its Village includes many amenities like restaurants, shops, and a pharmacy and Footscray West library.

Market Street contains a nominal carriageway width of 11.2 metres (approx.) and accommodates unrestricted on street parking.

The posted speed limit of 40 km/hr applies for the entirety of Market Street

Formal footpath is provided along both sides of Market Street.

On the northern end of Market Street is Shorten Reserve, host for weekend football games and RecWest inclusive of an onsite gym and recreation area.

Key land uses in the vicinity of Market Street include the Yarraville Tennis Club to the north and Hammer Reserve to the south. Neighbouring Planning Scheme zones have been shown in Figure 4.

Speeds captured in August 2022 returned an 85th figure of 48km/hr, despite the 40km/hr speed limit.

The crash history over the last 5 years along this section indicated no incidents.

Agenda Item 9.3 - Attachment 3

EFFECT OF CLOSURE:

This Proposal would result in a redistribution of vehicle traffic from Market Street, to the following intersections (Figure 5):

- Blandford Street;
- Summerhill Road

Displaced traffic measured to be 1684 on the peak day of use on a Saturday during football game/s. Hourly counts between midday and 1pm indicate 84 and 13 left and right hand turns respectively from Market on to Essex Streets.

The additional distance that drivers would need to travel considered to be minimal. Graham Street will continue to be closed from the Market Street end and be asphalted and renewed to provide resident and RecWest parking.

As the purpose of the proposed Market Street Closure is to accommodate increased pedestrian use and safety, the amenity for cyclists in this area is expected to have a positive impact. Additionally, it will improve accessibility on Market Street connecting to Barkly Street & Cross Street shared path.

IMPACT ON PUBLIC TRANSPORT & EMERGENCY VEHICLES:

There is no public transport impacted within the area.

Emergency services will be able to drive along a 3.0m shared path around Shorten Reserve Oval with access via Blandford & Market Streets in the case of emergencies.

CONCLUSIONS:

The projected post-closure network volume provided in the Transport Impact Assessment Report (MGA Traffic 18th September 2019) anticipated that the existing network and infrastructure have the capacity to accommodate the additional displaced traffic.

There will be minimal impact on:

- The north side of Market Street's traffic flow even on peak use on Saturday football games.
- Essex Street, Summerhill Road or Blandford Road.

Based on the information provided, DTP has no objection to Maribyrnong City Council's proposal for the partial road closure restricting access to vehicular traffic (except bicycles).

Yours sincerely,



Davin Nguyen
ACTING TEAM LEADER - MOVEMENT & SAFETY INNER 1
20/06/2023

Agenda Item 9.3 - Attachment 3

Latest Masterplan (at time of writing):



Agenda Item 9.3 - Attachment 3

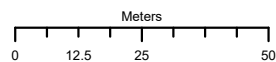


Figure 2: Market Street by Essex Street

Agenda Item 9.3 - Attachment 4



Map Scale: 1:1,250 at A4



Part of Market Street, West Footscray proposed to be closed

Date Printed: 23/01/2025

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Agenda Item 9.4

INTERNAL RESOLUTION PROCEDURE

Director: Lisa King
Director Corporate Services

Author: Phil McQue
Manager Governance and Commercial Services



PURPOSE

The purpose of this report is to recommend to Council the adoption of an Internal Resolution Procedure, to manage alleged breaches of the Model Councillor Code of Conduct, as prescribed by the *Local Government (Governance and Integrity) Regulations 2020*.

ISSUES SUMMARY

- The *Local Government (Governance and Integrity) Regulations 2020* (Regulations) amendments came into effect 26 October 2024.
- The Regulations include a Model Councillor Code of Conduct, applicable to all Victorian councillors.
- The Regulations require each Council to develop and adopt an accompanying Internal Resolution Procedure by 1 July 2025, to manage alleged breaches of the Model Councillor Code of Conduct.
- Local government solicitors Maddocks have prepared a best practice Internal Resolution Procedure, which is recommended for adoption by Council.

ATTACHMENTS

1. Draft Internal Resolution Procedure [↓](#) 
2. Conciliation Application Form [↓](#) 

OFFICER RECOMMENDATION

That Council in accordance with section 140 of the *Local Government Act 2020* and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*, adopt the Internal Resolution Procedure, as shown at Attachment 1.

Agenda Item 9.4

BACKGROUND

The *Local Government (Governance and Integrity) Regulations 2020* (Regulations) came into effect in October 2024.

The Regulations include a new Model Councillor Code of Conduct, applicable to all Victorian councillors sworn in following the 2024 Council election.

The Regulations require each Council to develop and adopt accompanying Internal Resolution Procedures by 1 July 2025, to manage alleged breaches of the Model Councillor Code of Conduct.

It is noted that the Internal Dispute Resolution Procedure adopted within the previous 2020 Councillor Code of Conduct is redundant and no longer in effect, from 26 October 2024.

DISCUSSION/KEY ISSUES

Local government solicitors Maddocks have developed a best practice Internal Resolution Procedure, which ensures compliance with each of the requirements set out in Schedule 1A of the Regulations that prescribes:

- How a matter that is the subject of an alleged breach of the Model Councillor Code of Conduct is to be dealt with, including the circumstances in which the available processes may be used to deal with a matter;
- How a Councillor can access the Internal Resolution Procedure, including how a Councillor may initiate a request to have the matter dealt with through the available processes;
- The roles and responsibilities of all parties to a matter;
- The roles, functions and duties of the person responsible for conducting the relevant process;
- The support that Council will make available to the parties or the person conducting the relevant process; and
- The form and record of any agreement, resolution or outcome reached through the process.

In summary, the proposed Internal Resolution Procedure aims to manage disputes between Councillors regarding alleged breaches of the Model Councillor Code of Conduct, encouraging resolution to maintain effective working relationship with the following stages:

First Stage: Discussion

A Councillor in the first instance is encouraged to raise their issue directly with the Councillor in a respectful and courteous manner, either in person or in writing.

Second Stage: Conciliation

Where a direct conversation between the involved Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of the Procedure is conciliation.

Agenda Item 9.4

- **Initiation Conciliation**

A Councillor (Complainant) initiating conciliation must notify the Mayor and the Councillor (Respondent) of the dispute by completing a Conciliation Application Form, shown at Attachment 2. The Form must outline details of the alleged breach of the Model Councillor Code of Conduct, with supporting information if any.

- **Participation in Conciliation:**

The Respondent is not obliged to engage in conciliation but should only decline if they reasonably believe that it would affect their health, wellbeing or safety.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for doing so.

- **Conduct of Conciliation**

Conciliation is to be conducted by the Mayor, except when the Mayor is a party to the dispute, or otherwise unavailable to conduct conciliation.

In this situation, the Deputy Mayor will assume the role of the Mayor in the conciliation process.

If both the Mayor and the Deputy Mayor are parties to the dispute, or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

- **Roles and Responsibilities**

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All parties to the conciliation are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of the Internal Resolution Procedure.

- **Support from Council**

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required.

Council will make a venue available to the parties within Council's offices, which is private and suited to the conciliation process.

Agenda Item 9.4

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure.

Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

- **End or Termination of Conciliation**

Conciliation will end or be terminated if any of the following occurs:

- the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;
- the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;
- the Respondent does not respond to the Conciliation Application Form within two weeks of receiving it;
- conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form;
- conciliation has occurred and the parties have been unable to resolve the dispute; or
- the dispute has been resolved.

- **Record of Outcome**

The Mayor must document any agreement that is reached between the Complainant and Respondent.

The agreement must be signed by the Complainant, Respondent and Mayor.

The proposed Internal Resolution Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors, and where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

Where a matter concerning an alleged breach of the Model Councillor Code of Conduct cannot be resolved internally, despite attempts to do so or where Council's Internal Resolution Procedure is not appropriate, a Council, or a group of Councillors, or individual Councillor can apply for an independent arbiter to be appointed to conduct an internal arbitration process under section 141 of the *Local Government Act 2020*.

It is noted that breaches of the Model Councillor Code of Conduct include misconduct defined as a breach of the prescribed standards of conduct set out in the *Local Government Act 2020* and the Regulations.

For completeness, the *Local Government Act 2020* prohibits Councillors from certain improper conduct that is separate to the standards of conduct set out in the Model Councillor Code of Conduct.

As such, the Internal Resolution Procedure operates alongside of, and does not replace, the formal dispute resolution procedures outlined in the *Local Government Act 2020*, which applies to misconduct, serious misconduct or gross misconduct.

Agenda Item 9.4

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will proactively lead our changing City using strategic foresight, innovation, transparent decision making and well-planned and effective collaboration and community engagement to support community and economic growth during the ongoing challenges of the pandemic and beyond.

Legislation

Local Government Act 2020

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

A Gender Impact Assessment was not required for this Internal Resolution Procedure as it does not result in the creation or review of a project, strategy or plan that has a direct and significant impact on the public.

3. Engagement

Nil

4. Resources

Nil

5. Environment

Nil

CONCLUSION

The Internal Resolution Procedure, developed to manage alleged breaches with the Model Councillor Code of Conduct, is recommended for adoption by Council.

Agenda Item 9.4 - Attachment 1



Internal Resolution Procedure

Policy number:	TBC	Endorsed by:	Council
Date endorsed:	TBC	Policy Author:	Manager Governance and Commercial Services
Policy owner:	Manager Governance and Commercial Services	Review date:	TBC
Policy Status:	Draft	Policy type:	Council

Agenda Item 9.4 - Attachment 1

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Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Purpose

This Internal Resolution Procedure (**Procedure**) is adopted under and in accordance with section 140 of the *Local Government Act 2020 (Act)* and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

Scope

Disputes between Councillors may arise in a variety of circumstances.

This Procedure is to apply to those disputes in which one Councillor (**the Complainant**) alleges that another Councillor (**the Respondent**) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

An overview of the Procedure in the form of a flowchart is shown in Annexure A.

Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Internal Resolution Procedure

First Stage of Internal Resolution Procedure – Discussion

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

- certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended;
- it can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not; and
- dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (*eg "I felt disrespected when you said / did ..."*), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other Councillor know how they feel and ask for an explanation, rather than making accusations or assumptions.

Second Stage of Internal Resolution Procedure – Conciliation

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

Initiating conciliation

A Complainant initiating conciliation must notify the Mayor and the Respondent of the dispute by completing a Conciliation Application Form. That form must:

- (a) specify the names of the Complainant and Respondent;
- (b) specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached;
- (c) detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct;
- (d) attach any supporting information to provide examples of the behaviour complained of (e.g. screenshots or emails); and
- (e) be dated and signed by the Complainant.

Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Participating in Conciliation

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

Conduct of Conciliation

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

- (a) the Deputy Mayor; and
- (b) a Councillor jointly chosen for the purpose by the parties,

when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct a conciliation.

Roles and responsibilities

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation.

Support from Council

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

End or termination of conciliation

Conciliation will end or be terminated if any of the following occurs:

- (a) the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;
- (b) the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;
- (c) the Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it;
- (d) conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form;
- (e) conciliation has occurred and the parties have been unable to resolve the dispute; or
- (f) the dispute has been resolved.

The time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the Act.

Confidentiality

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

Record of Outcome

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant and Respondent, and the original must be retained by the Mayor. Again, parties and the Mayor are expected to maintain the confidentiality of the agreement reached.

Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Internal Resolution Procedure does not apply in these Circumstances

The following disputes are not covered by this Procedure:

- (a) differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings;
- (b) complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person;
- (c) allegations of sexual harassment;
- (d) disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission; and
- (e) allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

Formal Dispute Resolution Procedure

This Procedure operates alongside, and does not replace, the formal dispute resolution procedures outlined in the Act.

The formal dispute resolution procedure applies to misconduct, serious misconduct and gross misconduct.

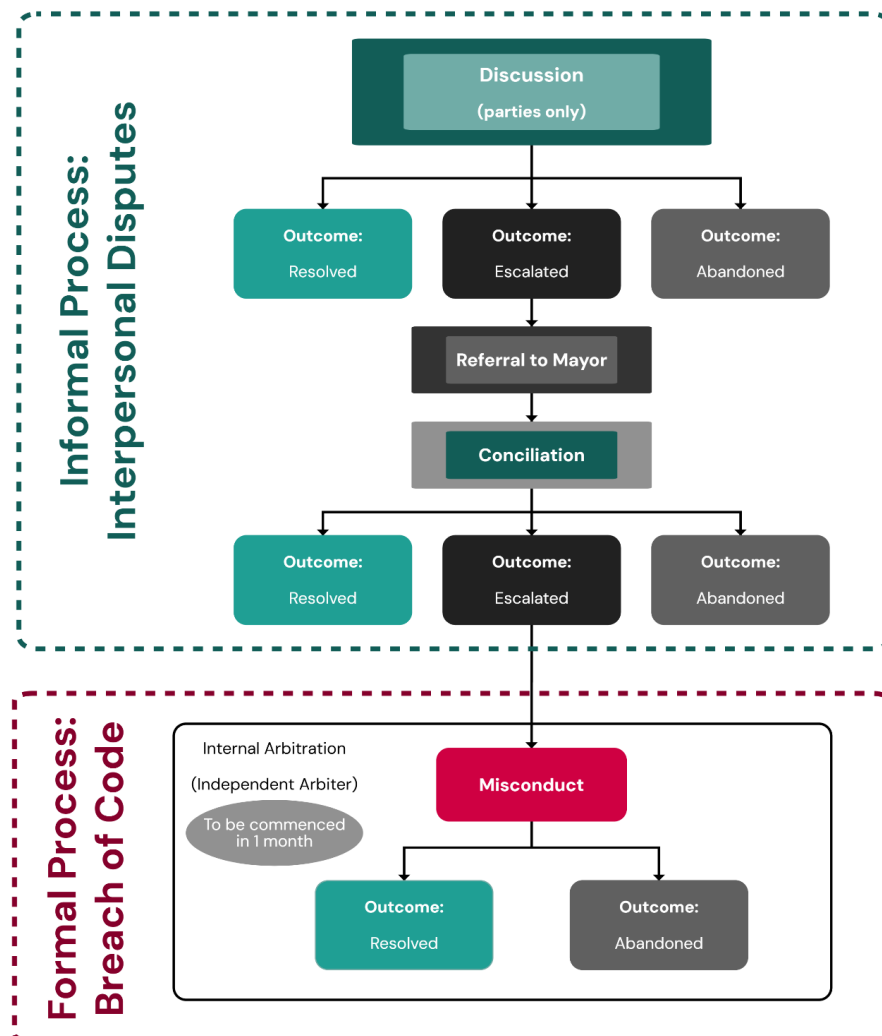
Section 141 of the Act provides for an internal arbitration process concerning a breach of the Standards of Conduct set out in the Model Councillor Code of Conduct.

Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Annexure A

Internal Resolution Procedure Flowchart



Agenda Item 9.4 - Attachment 1

Maribyrnong City Council Internal Resolution Procedure

Review of Policy

The date set for review of the policy. Policy will be reviewed four years from the date of approval, or whenever Council or ELT determines that a need has arisen unless there is a requirement for more frequent/longer cycle.

References

- *Local Government Act 2020 (Vic)*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Model Councillor Code of Conduct*

Revision Record

Date	Version	Revision Description
February 2025	1	Draft Policy

Agenda Item 9.4 - Attachment 2



Conciliation Application Form

Complainant:	
Respondent:	
Provisions of Model Councillor Code of Conduct breached:	
Action constituting breach: (Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary.)	

)
Signed by Councillor)
on the:)
.....dd/mm/yyyy.....)

Agenda Item 9.5

**VICTORIAN LOCAL GOVERNMENT ASSOCIATION - LOCAL GOVERNMENT
WORKING GROUP ON GAMBLING**

Director: Lucas Gosling
Director Community Services

Author: Phil McQue
Manager Governance and Commercial Services

PURPOSE

The purpose of this report is for Council to consider nominating a Councillor representative to the Victorian Local Government Association – Local Government Working Group on Gambling.

ISSUES SUMMARY

- Maribyrnong Council is a member of the Victorian Local Government Association.
- The Victorian Local Government Association has invited Council to nominate a Councillor representative to their Local Government Working Group on Gambling.

ATTACHMENTS

Not applicable

OFFICER RECOMMENDATION

That Council nominate Councillor _____ as its representative to the Victorian Local Government Association – Local Government Working Group on Gambling.

Agenda Item 9.5

BACKGROUND

The Victorian Local Government Association has invited Maribyrnong Council to nominate a representative to their Local Government Working Group on Gambling.

The Local Government Working Group on Gambling was developed to assist and support member councils on the issue of gambling, focusing on effective policy, leadership, and advocacy.

The Local Government Working Group on Gambling's objectives include:

- building capacity on advocacy and policy leadership projects,
- development and implementation of programs and projects under Municipal Health and Wellbeing Plans;
- optimising effectiveness of gambling regulation; and
- delivery of other programs which minimise harm from gambling.

Meetings are held on the third Wednesday of every second month (excluding June) and chaired by the Victorian Local Government Association President.

DISCUSSION/KEY ISSUES

1. Key Issues

Maribyrnong Council in 2022 adopted its Reducing Harm from Gambling Policy 2022-2030 (RHGP). The purpose of the RHGP is to prevent and minimise harm from gambling in the Maribyrnong community.

A key objectives of the RHGP is for Council to advocate for a reduction in harm caused by gambling in the Maribyrnong community through key partnerships with the Alliance for Gambling Reform, the Municipal Association of Victoria and the Victorian Local Government Association.

Principle 2 Partner and Advocacy of the RHGP has the following key action:

'Council participate in the Municipal Association of Victoria, Local Government Working Group on Gambling and Alliance for Gambling Reform campaigns and activities to advocate for a reduction in Maribyrnong Electronic Gaming Machine cap and highlight the harm caused by Electronic Gaming Machine venues in convenient locations or in areas of high social and economic disadvantage'

Agenda Item 9.5

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will proactively lead our changing City using strategic foresight, innovation, transparent decision making and well-planned and effective collaboration and community engagement to support community and economic growth during the ongoing challenges of the pandemic and beyond.

Legislation

Nil.

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

3. Engagement

Nil.

4. Resources

Nil.

5. Environment

Nil.

CONCLUSION

It is recommended that Council nominate a Councillor representative to the Local Government Working Group on Gambling.

Agenda Item 9.6

ARTS ADVISORY COMMITTEE - REVISED TERMS OF REFERENCE

Director: Lucas Gosling
Director Community Services

Author: Alix Massina
Manager Libraries, Arts and Culture

PURPOSE

To seek Council approval for the Terms of Reference for the Maribyrnong Arts Advisory Committee (Committee).

ISSUES SUMMARY

- The Terms of Reference have been updated to reflect feedback from Councillors.

ATTACHMENTS

1. Arts Advisory Committee - Terms of Reference [↓](#) 

OFFICER RECOMMENDATION

That Council:

1. Notes the on-going work of the Arts Advisory Committee;
2. Approves the revised Terms of Reference for the Maribyrnong Arts Advisory Committee, shown in Attachment 1;
3. Appoint up to three Councillors to the Arts Advisory Committee, inclusive of a Chair; and
4. Appoints Councillor _____ as Chairperson and Councillor _____ and Councillor _____ as representatives of the Arts Advisory Committee, effective from 18 February 2025.

Agenda Item 9.6

BACKGROUND

The Maribyrnong Arts Ambassadors Committee was formed in 2019. In April 2022 an evaluation was conducted with Committee Members on the conclusion of the initial three year committee term. Following the evaluation a new Terms of Reference were endorsed by Council in February 2024.

Community representatives were sought via an Expression of Interest process and the Committee first met in June 2024.

DISCUSSION/KEY ISSUES

1. Key Issues

The Terms of reference have been updated to enable appointment of up to three Councillors.

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will proactively lead our changing City using strategic foresight, innovation, transparent decision making and well-planned and effective collaboration and community engagement to support community and economic growth during the ongoing challenges of the pandemic and beyond.
 - Council will provide well-planned neighbourhoods and a strong local economy, delivering services that are inclusive and accessible to the whole community, and that support wellbeing, healthy and safe living, connection to the community, and cultural interaction.

Legislation

Nil.

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Agenda Item 9.6

3. Engagement

The purpose of the Maribyrnong Arts Advisory Committee is authentic engagement with the community, providing an opportunity for the community to guide the development, implementation and review of Council's Arts and Cultural policies and strategies, guide Council on best practice arts, public art and cultural development, and provide support and guidance on Council's arts programs and projects.

The Terms of Reference were informed by Community Committee member feedback.

A public Expression of Interest process was undertaken to support selection of community members for the Committee.

4. Resources

Not applicable.

5. Environment

Nil.

CONCLUSION

The Maribyrnong Arts Advisory Committee strengthens relationships with arts organisations, creative industry businesses, artists and a range stakeholders as well as assist in gauging community feelings on arts and cultural issues. The Committee will play an important role in supporting the City's creativity strategy.

Agenda Item 9.6 - Attachment 1



Maribyrnong Arts Advisory Committee

Terms of Reference

Name:	Maribyrnong Arts Advisory Committee
Approved by:	Council
Date Approved:	20 February 2024
Last reviewed:	3 February 2025
Next Review Date	February 2027

Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

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Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

1. Purpose

The Maribyrnong Arts Advisory Committee (Committee) Terms of Reference outlines the terms of reference, composition and operating arrangements of the Committee.

The purpose of the Maribyrnong Arts Advisory Committee is to support Council and provide strategic advice on meeting the future arts and culture needs of our community. The Committee will provide insight into current and emerging issues affecting arts practice, creative industries and the not-for-profit arts sector drawing on local knowledge and expertise.

2. Objectives

To provide advice on the development, implementation and review of Council's Arts and Cultural policies and strategies, and other initiatives that may have an impact on the arts and cultural life in the City;

Provide local creative industry, arts sector and practitioner knowledge and expertise on best practice arts, public art and cultural development;

Assist Council to develop and strengthen partnerships between Council, community, artists, arts organisations, businesses and other key stakeholders in generating arts and cultural experiences and on issues associated with the arts and culture;

Provide support to Council's arts programs and projects and be advocates for arts and culture in the municipality by informing the community, when appropriate, of key Council information.

3. Definitions

- **Chairperson** means the Committee member nominated to preside over meetings.
- **Acting Chairperson** means an alternative delegate, in the absence of the Chairperson.
- **Committee** means the Maribyrnong Arts Advisory Committee.
- **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
- **Council** means Maribyrnong City Council.
- **Councillor** means a Councillor of Maribyrnong City Council.
- **Council Officer** means employees of Maribyrnong City Council.

Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

4. Membership

4.1 Committee composition

Membership of the Committee will, where possible, be balanced in regard to age, gender, and ethnicity across different art forms and stages of arts career.

Name	Type of Appointment	Term
Six (6) to ten (10) community members across arts practice, creative industries and the not-for-profit arts sector	Appointed	3 years
Up to three (3) Councillors. One of will serve as Chairperson.	Councillor	Annually, as decided by Council
Manager Libraries, Arts and Culture	Council staff	Ongoing
Coordinator Arts and Culture	Council staff	Ongoing
Other Council staff	Council staff	As required

From time to time, the Committee may form working groups related to specialist areas.

Additional persons may be invited to attend Committee and/or working group meetings at the discretion of the Committee or Council Officer, for the purpose of providing relevant information and advice on matters being considered by the Committee

4.2 Method of Appointment

- 4.2.1 All Committee Members will be selected via a nomination process
- 4.2.2 An advertising campaign will take place to call for new members which will include advertisements on Council's website, Arts and Culture social media and other arts related media.
- 4.2.3 Following the closure of nominations, an assessment panel made up of Council Officers will be convened to decide on the selection of Arts Advisory Committee Members based on the Selection Criteria.
- 4.2.4 The Selection Criteria for the appointment of Committee Members includes:
- 4.2.5 Demonstrated knowledge of and commitment to Arts and Culture at a local, state, national or international level.
- 4.2.6 Understanding and interest in local government issues.
- 4.2.7 A deep connection with the City of Maribyrnong e.g. live, work, study or another demonstrated affiliation and local knowledge.

4.3 Term of Appointment

- 4.3.1 The term of the appointment is for a period of three (3) years

Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

- 4.3.2 At the conclusion of the three (3) years all positions are re-opened for nomination. Committee members may re-apply for one further term of three (3) years. No member can serve for more than a total of six (6) years.
- 4.3.3 A Committee member may resign at any time by advising Council Officers of their resignation in writing.
- 4.3.4 Council Officers may terminate a Committee Member's appointment, declare the position vacant and seek to appoint a new Committee Member, should a Committee member breach the terms of reference.
- 4.3.5 Should the number of Committee Members fall below the required minimum number (i.e. six (6) Committee Members) Council will be responsible for appointing a person or persons to fill the vacancy for the remainder of the term and may refer to previous nominations

5. Governance Arrangements

5.1 Induction and Training

A workshop will be held to induct Committee members to their role. This will provide information on:

- a) the role of the Committee;
- b) the role of Council and Councillors;
- c) the role and responsibilities of members of the Committee
- d) Council processes e.g. strategy development, advocacy positions;
- e) Arts and Culture and Public Art strategies;
- f) instruction on deliberative decision-making processes; and
- g) good governance including conflicts of interest and treatment of confidential information.

5.2 Chairperson

- 5.2.1 Meetings will be chaired by the appointed Chairperson.
- 5.2.2 In the event of the Chairperson being unable to attend a meeting, an alternate delegate will act in their place. In most cases this will be the most relevant Councillor or Council Officer in attendance.
- 5.2.3 The Chairperson will ensure a collaborative approach to development of meeting agenda.
- 5.2.4 Duties and Discretions:
 - a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and
 - b) must call to order any person who is disruptive or unruly during any meeting.

Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

5.3 Attendance and Quorum

- 5.3.1 Members should submit any apologies to the Committee Chair if they are unable to attend.
- 5.3.2 If a member is likely to be absent from at least 3 consecutive meetings and wishes to remain as a member of the Committee, they should request a leave of absence.
- 5.3.3 Any such request should be submitted to the Committee Chair and will be presented to the Committee for determination.
- 5.3.4 The Committee will not unreasonably withhold its approval of a leave of absence request.
- 5.3.5 A quorum of no less than fifty percent (50%) of Committee Members will be required for a meeting to be held.

5.4 Meeting Procedures

- 5.4.1 The Committee shall meet as a minimum of four times annually.
- 5.4.2 Meetings will be limited to two (2 hours) duration.
- 5.4.3 Meetings may be held in person or online.
- 5.4.4 The Committee will seek to operate on a consensus basis, in an advisory capacity to Council. The contributions and input is valued by Council however the Committee is not a decision-making body. Council receives information from a wide range of stakeholders and all information will be considered.
- 5.4.5 Should a vote be necessary, all Committee Members will have voting rights. Council Officers will not have voting rights. The Committee has no budgetary responsibilities, or delegated authority to commit Council but can make recommendations for Council's consideration.
- 5.4.6 The Committee cannot direct Council Officers in the performance of any duties.
- 5.4.7 Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
- 5.4.8 Council will provide the necessary support to assist the Committee to function effectively including: maintaining contacts details of members, preparing and distributing agendas, minutes and prior reading materials.

5.5 Confidentiality

- 5.5.1 Information discussed, received, used or created by the Committee is confidential, unless otherwise stated by the Chairperson and agreed to by Council Officers
- 5.5.2 A Member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.
- 5.5.3 A Member must not permit any person who is not a member of the Committee to view, read, and photocopy or make notes of or in any way record confidential information in meeting papers, unless authorised by Council Officers.

Agenda Item 9.6 - Attachment 1

Maribyrnong Arts Advisory Committee

Terms of Reference

5.6 Conflict of Interest

- 5.6.1 Members must disclose a Conflict of Interest in accordance with the Local Government Act 2020. In the event of a Conflict of Interest arising the Member:
- 5.6.2 Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
 - a) Must leave the room and not participate in any discussion and/or decision.
 - b) The disclosure must be recorded in the meeting minutes.

5.7 Administrative Arrangements

The Manager Libraries, Arts and Culture will be responsible for maintaining a web page on Council's website for the Committee. The web page must include a description of the Committee and its purpose, its membership, the summary of the key actions and agreements from each meeting.

6. Review

A review of the role, function, membership and productivity of the Terms of Reference will be conducted once every three years or as required to ensure currency, effectiveness and stakeholder engagement.

Council retains the right to review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary

These terms of reference may be reviewed by Council from time to time to suit changing circumstances

Agenda Item 9.7

AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT NOVEMBER 2024

Director: Lisa King
Director Corporate Services

Author: Phil McQue
Manager Governance and Commercial Services

PURPOSE

This report presents the Audit and Risk Committee Bi-Annual Report – November 2024 for noting by Council.

ISSUES SUMMARY

- The Audit and Risk Committee Bi-Annual Report is presented in accordance with Section 54 (5) of the *Local Government Act 2020* and Section 6.9.1 of Maribyrnong City Council's Audit and Risk Committee Charter.

ATTACHMENTS

1. ARC Bi-Annual Report November 2024 [!\[\]\(c580b67c7cd5c9e9e19f04ff6d5093e0_img.jpg\) !\[\]\(81f7c93ea32d9f7160f5d63859611838_img.jpg\)](#)

OFFICER RECOMMENDATION

That Council endorse the Audit and Risk Committee Bi-Annual Report – November 2024.

Agenda Item 9.7

BACKGROUND

Section 54 (5) of the *Local Government Act 2020* and Section 6.9.1 of Maribyrnong City Council's Audit and Risk Committee Charter requires the Audit and Risk Committee to prepare a Bi-Annual Report to Council with a summary of the matters that the Audit and Risk Committee has considered in the reporting period in discharging its responsibilities under its Charter.

DISCUSSION/KEY ISSUES

1. Key Issues

The Audit and Risk Committee Bi-Annual Report November 2024 covers the activities of the Audit and Risk Committee for the 4 June 2024 and 27 August 2024 meetings and was endorsed by the Audit and Risk Committee on 3 December 2024.

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Strategic Objectives
 - Council will proactively lead our changing City using strategic foresight, innovation, transparent decision making and well-planned and effective collaboration and community engagement to support community and economic growth during the ongoing challenges of the pandemic and beyond.

Legislation

Local Government Act 2020

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

3. Engagement

Nil.

Agenda Item 9.7

4. Resources

Nil.

5. Environment

Nil.

CONCLUSION

The Audit and Risk Committee Bi-Annual Report – November 2024 is presented to Council for noting.

Agenda Item 9.7 - Attachment 1



Audit and Risk Committee
Bi-Annual Report
November 2024

Agenda Item 9.7 - Attachment 1



1. Background

Maribyrnong City Council's Audit and Risk Committee (the Committee) is a Committee established in accordance with sections 53 and 54 of the *Local Government Act 2020* (LGA 2020).

Section 54(5) of the LGA 2020 prescribes that Audit and Risk Committee is to formally report bi-annually on the operations of the Committee to Council.

This Audit and Risk Committee Bi-Annual Report provides Council with a summary of matters that the Committee has addressed in discharging its Charter responsibilities.

2. Period of Reporting

This report covers the Committee activity for the 4 June 2024 and 27 August 2024 meetings.

3. Committee Membership and Meetings

The Committee comprises the following members:

- Marilyn Kearney (Chair)
- Jeff Rigby
- Lisa Tripodi
- Cr Cuc Lam (Mayor ex-officio)
- Cr Michael Clarke
- Cr Sarah Carter (with Cr Simon Crawford as substitute)

Details of the Committee Member's meeting attendance is below:

ATTENDEE	4 JUNE 2023	27 AUGUST 2024
Marilyn Kearney (Chair)	✓	✓
Lisa Tripodi (Independent)	✓	✓
Jeff Rigby (Independent)	✓	✓
Cr Michael Clarke	X	✓
Cr Cuc Lam (ex-officio)	✓	✓
Cr Simon Crawford	✓	

Agenda Item 9.7 - Attachment 1



4. Committee Reports

4.1 Chief Executive Officer Report

The Chief Executive Officer reported to the Committee on the following items via the Chief Executive Officer Report:

- VAGO Audit – Financial Management of Councils
- Oracle CMS Data Breach
- Annual Community Survey
- Review of Governance Policies
- Update on Work Cover Mitigation Initiatives
- Community Recovery Committee Review
- Climate Emergency Advisory Committee
- Freedom of Information Update
- Ombudsman and Local Government Inspectorate Update
- Central West Staff Accommodation
- Appointment of Internal Auditor
- Adoption of 2024/25 Budget
- Annual Report – Gold Award (Australasian Reporting Awards)
- Gender Equality Act 2020 Update
- 2024 Employee Engagement Survey
- Privacy Update
- Freedom of Information Update

Agenda Item 9.7 - Attachment 1



4.2 Internal Audit

The 2023/2024 Strategic Internal Audit Plan was progressed during this period, with the Governance Internal Audit and Animal Management Internal Audit presented to and endorsed by the Audit and Risk Committee with all recommendations accepted by Management.

Governance Internal Audit

The objective of the Internal Audit was to review the establishment and operation of governance arrangements required under the *Local Government Act 2020*, assessing:

- Council's responsibilities under the *Local Government Act 2020*;
- Maintenance of public registers and production of documents required under the *Local Government Act 2020*;
- Conflicts of Interest;
- Codes of Conduct;
- Council Policies and Processes;
- Instruments of Delegations and Authorisations; and
- Delegated Committees.

The Internal Audit concluded that Council has an established and adequate governance Framework, and that governance arrangements and processes are in compliance with the *Local Government Act 2020*.

The Internal Audit made a number of positive observations, with no improvement opportunities identified or recommended for Management's consideration.

Animal Management Internal Audit

The objective of the Internal Audit was to:

- Assess whether Council has established sound and adequate controls over the Animal Management process
- Review the adequacy of policies and procedures in place to ensure compliance with relevant legislation.

The scope of the Internal Audit included:

- Compliance with the *Domestic Animals Act 1995* and *Domestic Animals Regulations 2015*;
- Registration of animals;
- Collection, refund and reconciliation of registration fees;
- Animal investigations;
- Inspections conducted to verify compliance with legislation; and
- Management and exception reporting.

Agenda Item 9.7 - Attachment 1



The Internal Audit concluded that Council has adequate management controls and processes surrounding animal management in accordance with the *Domestic Animals Act and Regulations*.

The Internal Audit identified two low risk findings with to further enhance the processes and strengthen controls surrounding animal management that were agreed to:

- Document written procedures for domestic animal businesses and animal investigations; and
- Document a process for monitoring and reporting animal management activities.

Internal Audit Actions

Management closed five Internal Audit Actions from June 2024 to August 2024 with 35 Internal Audit Actions remaining open.

2024/25 Internal Audit Program

The Audit and Risk Committee endorsed the 2024/25 Internal Audit Program and Terms of Reference for the following Internal Audits:

- Occupational Health and Safety
- Payroll
- Rates
- Road Management
- Maribyrnong Aquatic Centre
- Emergency Management
- Statutory Planning

Internal Auditors

The Audit and Risk Committee noted the engagement of NTT as Council's Internal Auditors for a further term of three years following a tender process.

4.3 External Audit

Council's External Auditors attended the June 2024 and August 2024 meetings.

In accordance with clause 7.4.3 of the Audit and Risk Committee Charter, the Audit and Risk Committee met in-camera with the External Auditors to discuss relevant matters in August 2024.

The Audit and Risk Committee received and noted the Victorian Auditor General Officer's Closing Report for the 30 June 2024 Year.

Agenda Item 9.7 - Attachment 1



4.4 2023/24 Financial Year Performance and Financial Statements

The Audit and Risk Committee considered and recommended in-principle agreement to Council to endorse the 2023/24 Financial Year Performance and Financial Statements.

4.5 Commonwealth Home Support Program External Audit

The Audit and Risk Committee noted the findings of an External Audit conducted by the Commonwealth Department of Health and Ageing against the required service standards for the Commonwealth Home Support Program.

4.6 Audit and Risk Committee Annual Self-Assessment

The Audit and Risk Committee undertook its Annual Self-Assessment in August 2024. The Annual Self-Assessment assists the Audit and Risk Committee in reviewing its own performance against its Charter, relating specifically to administrative support, effectiveness, skills, compliance, audit process and meeting conduct.

The 2023/24 survey results indicated comparable results to the previous financial year, with very minor fluctuations, both in the positive and negative, with no discernible downward trends.

Agenda Item 9.7 - Attachment 1



4.7 Committee Activity Summary by Meeting

MATTERS CONSIDERED – 4 JUNE 2024	SUMMARY
Actions from Previous Meeting – May 2024	Noted
Internal Audit Actions – May 2024	Noted
Commonwealth Home Support Program – External Audit Findings	Noted
Interim Management Letter – Year ending 30 June 2024	Noted
Internal Audit - Governance	Endorsed
Internal Audit – Animal Management	Endorsed
Internal Audit Update – May 2024	Noted
Chief Executive Officer Report – May 2024	Noted
2024 Annual Work Plan Status Report	Noted
Quarterly Performance and Financial Report – Period ending 31 March 2024	Noted
Audit and Risk Committee Bi-Annual Report – May 2024	Endorsed
Civic and Community Hub Project – May 2024	Noted
Footscray Park Play Space Incidents Report – May 2024	Noted
Asset Accounting Policy (Property, Infrastructure, Plant and Equipment) Faire Value Approach, Movements, and Shell Statements	Noted
IT Strategy and Cyber Security Update – October 2023	Noted
Risk Management Update – May 2024	Noted
2025 Audit and Risk Committee Meeting Schedule	Endorsed
Councillor Support and Expenses April – October 2023 to December 2023	Noted

Agenda Item 9.7 - Attachment 1



MATTERS CONSIDERED – 27 AUGUST 2024	SUMMARY
Actions from Previous Meeting – July 2024	Noted
Internal Audit Actions – July 2024	Noted
Internal Audit Status Report – August 2024	Noted
2024/25 Internal Audit Program – Terms of Reference	Noted
Internal Audit Strategic Plan 2024/25 to 2026/27	Endorsed
Consideration of Performance and Financial Statements for the 2023/2024 Financial Year	Recommend
VAGO Closing Report – Year Ending 30 June 2024	Noted
Committee Members Meeting with External Auditors (without Management)	
Chief Executive Officer Report – July 2024	Noted
2024 Annual Work Plan Status Report – July 2024	Noted
2024/25 Insurance Program	Noted
Audit and Risk Committee Annual Self-Assessment – 2023/24	Noted
Civic and Community Hub Project – July 2024	Noted
Footscray Park Play Space Incidents Report – July 2024	Noted
Councillor Support and Expenses – January 2024 to March 2024	Noted

5. Reporting to Council

The Minutes of Committee meetings are provided to Council as soon as practical after each meeting for noting.

6. Conclusion

The Committee continues to benefit from the vast knowledge, expertise and experience of Councillors and Independent Members, who all discharge their responsibilities with diligence and professionalism.

Marilyn Kearney

Chair, Audit and Risk Committee

Agenda Item 9.8

GOVERNANCE REPORT - DECEMBER 2024

Director: Lisa King
Director Corporate Services

Author: Phil McQue
Manager Governance and Commercial Services

PURPOSE





Maribyrnong Council's Governance Report is a monthly standing report which provides a single reporting platform for a range of statutory compliance, transparency, and governance related matters.

ISSUES SUMMARY

The December 2024 Governance Report includes:

- A summary of Informal Meetings for December 2024; and
- Councillor Induction Training update.

ATTACHMENTS

1. Informal Meeting of Councillors - 16 December 2024 [↓](#) 
2. Meeting Record - Councillor Induction Session #4 [↓](#) 
3. Meeting Record - Councillor Induction Session #5 [↓](#) 
4. Delegate Record - Metropolitan Transport Forum December 2024 [↓](#) 

OFFICER RECOMMENDATION

That Council note the December 2024 Governance Report.

Agenda Item 9.8

BACKGROUND

Maribyrnong Council's Governance Report is a monthly report to Council providing a range of statutory compliance, transparency, and governance related matters. This monthly report ensures compliance with the requirements of the *Local Government Act 2020* and Council's Governance Rules.

DISCUSSION/KEY ISSUES

1. Key Issues

Summary of Informal Meetings

Chapter Six of Maribyrnong Council's Governance Rules requires a summary of informal meetings to be reported to Council at the next convenient Council Meeting. The following Informal Meeting was held during this month:

- Informal Meeting of Councillors, 16 December 2024

Summary of Advisory Committee's

Maribyrnong Council has established a number of Advisory Committees to facilitate participation by interested parties and affected stakeholders to provide advice to Council in making decisions that incorporate the interests and concerns of the community.

Generally, the purpose of Advisory Committees is to provide advice on the development, implementation, monitoring and review of programs or services specified in the Maribyrnong Council Plan 2021-2025.

- No Advisory Committees were held during December 2024

Councillor Delegate Reports

Councillors represent Council on a number of external committees. This representation is an important part of effective governance, advocacy and stakeholder relationship.

- Metropolitan Transport Forum, December 2024 (representative Councillor Bernadette Thomas)

Status Update on Notice of Motions

Division 4 of Maribyrnong Council's Governance Rules provides for a Councillor to submit a Notice of Motion in the prescribed manner for consideration by Council.

- No Notice of Motions are presently in progress.

Responses to Councillor Question Time Taken on Notice

Division 8 of Maribyrnong Council's Governance Rules provides for Councillors to ask questions of Management in the prescribed manner during a fixed meeting of Council. In some instances, questions may be required to be taken on notice by Management where further research or information is required.

- No Councillor questions were taken on notice at the December 2024 Council Meeting

Agenda Item 9.8

Status Update on Petitions

Division 9 of Maribyrnong Council's Governance Rules provides for members of the community to submit a petition in the prescribed manner to Council for consideration. The tabling of petitions is considered procedural and do not warrant deliberations at the time of tabling, as they are referred to the Chief Executive Officer to consider and determine the most appropriate response.

- No petitions are presently in progress.

Local Government Amendment (Governance and Integrity) Act 2024 - Councillor Training

The *Local Government Amendment (Governance and Integrity) Act 2024* introduced a number of mandated training components for the Mayor, Deputy Mayor and Councillors.

The following Councillor Induction Sessions were held during December 2024:

- Councillor Induction Session #4 – 2 December 2024
(Governance and Councillor Code of Conduct)
- Councillor Induction Session #5 – 9 December 2024
(Culture Workshop - Part of Module 1 Working Together in Council)

2. Council Policy/Legislation

Council Plan 2021-2025

This report contributes to Council's strategic objectives contained in the Council Plan 2021-2025 by considering:

- Ethical leadership - lead our changing city using strategic foresight, innovation, transparent decision making and well-planned, effective collaboration to support economic growth during the ongoing challenges of the pandemic and beyond.

Legislation

Local Government Act 2020
Maribyrnong City Council Governance Rules

Conflicts of Interest

No officer responsible for, or contributing to, this report has declared a direct or indirect interest in relation to this report.

Human Rights Consideration

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The December 2024 Governance Report is recommended for noting by Council.

Agenda Item 9.8 - Attachment 1



Informal Meeting of Councillors Record

Chapter 6 of Maribyrnong City Council's Governance Rules requires written records for informal meeting of Councillors.

Meeting Title	Meeting with Katie Hall MP and Mayor and Councillors	Date	16 December 2024
Venue	Maribyrnong City Council	Time	12.30pm
Councillors in Attendance	<ul style="list-style-type: none"> • Mayor, Cr Pradeep Tiwari • Cr Bernadette Thomas • Cr Mohamed Semra • Cr Susan Yengi • Cr Elena Pereyra 		
Council Officers in Attendance	<ul style="list-style-type: none"> • Celia Haddock, Chief Executive Officer • Mike McIntosh, Director Planning and Environment Services 		
External Participants	<ul style="list-style-type: none"> • Katie Hall, MP • Luke Stack 		

Agenda Item	Conflict of Interest Disclosures
Update on State Government Projects	No

Agenda Item 9.8 - Attachment 2



Informal Meeting of Councillors Record

Chapter 6 of Maribyrnong City Council's Governance Rules requires written records for informal meeting of Councillors.

Meeting Title	Councillor Induction Session #4	Date	4 December 2024
Venue	Function Room, Footscray Town Hall	Time	6.30pm to 9.00pm
Councillors in Attendance	<ul style="list-style-type: none"> Councillor Pradeep Tiwari (Mayor) Councillor Bernadette Thomas Councillor Mohamed Semra Councillor Susan Yengi Councillor Samantha Meredith Councillor Cuc Lam Councillor Elena Pereyra (online) 		
Council Officers in Attendance	<ul style="list-style-type: none"> Chief Executive Officer, Celia Haddock Director Community Services, Lucas Gosling Director Corporate Services, Lisa King Director Infrastructure Services, Patrick Jess Director Planning and Environment, Mike McIntosh Manager Governance and Commercial Services, Phil McQue 		
External Participants	<ul style="list-style-type: none"> Kate Oliver, Partner, Maddocks 		

Agenda Item	Conflict of Interest Disclosure
Local Government Act 2020	
Working Together in a Council	
Decision Making, Integrity and Accountability	
Councillor Model Code of Conduct	
Councillor Conduct	
Prescribed Matters for Councillors	

Agenda Item 9.8 - Attachment 3



Informal Meeting of Councillors Record

Chapter 6 of Maribyrnong City Council's Governance Rules requires written records for informal meeting of Councillors.

Meeting Title	Councillor Induction Session #5	Date	4 December 2024
Venue	Function Room, Footscray Town Hall	Time	6.30pm to 8.30pm
Councillors in Attendance	<ul style="list-style-type: none"> Councillor Pradeep Tiwari (Mayor) Councillor Bernadette Thomas Councillor Mohamed Semra Councillor Susan Yengi Councillor Samantha Meredith Councillor Cuc Lam Councillor Elena Pereyra 		
Council Officers in Attendance	<ul style="list-style-type: none"> Chief Executive Officer, Celia Haddock 		
External Participants	<ul style="list-style-type: none"> Chris Kotor, Christine Kotor Consulting 		

Agenda Item	Conflict of Interest Disclosure
Working together as an effective Councillor group	
Transitioning from campaigner to Councillor	
Establishing ground rules for working together	
Working on the business vs Working in the business	
One amongst equals	
Making decisions in the Council Chamber	
How would you like the community to see you as a group	

Agenda Item 9.8 - Attachment 4



December 2024 Meeting Report

This is a brief summary of our most recent meeting which can be shared with colleague councillors, and tabled at council meetings.

December Speaker – Mr Alex Green and Ms Jennifer Howard – DTP

Mr Green and Ms Howard presented the high level organisation structure for DTP which shows the creation of the combined transport and planning group. Their roles are wide reaching, covering all transport projects within the portfolios.

Mr Green and Ms Howard presented the high level organisation structure which shows the creation of the combined transport and planning group. Their roles are wide reaching, covering all transport projects within the portfolios.

Mr Green spoke about the bus reform program which has again been nominated for consideration in the 2025 budget. The proposal under consideration includes creation of a Turn Up And Go route network, which will allow for buses to take more direct routes through the community, and also provide much greater frequency, removing the need for timetables.

He noted that the Yarra Tram network is now under the operation of Yarra Journey Makers (YJM), and that a smooth transition had occurred. YJM have a 5 year contract.

Mr Green also noted that regional and metro road maintenance is now managed under a single contract, and noted that the Myki ticketing system is coming to an end.

A video of their presentation will be available on the MTF website.

Council transport updates

Usually each month we invite a few councils to tell us what transport issues they are working on. As

not all councils have selected their delegates to the MTF, no reports were provided this month.

Next meeting – 5th February 2025.

The next MTF meeting will be on Wednesday 5 February 2025. This meeting will be on line and in person.

More detailed papers will be sent prior to the meeting.

Speakers in 2025

A number of speakers are already being lined up for 2025 including Ms Tricia Malowney – Chief Accessibility Advocate at DTP; Melbourne Airports Corporation; and Victoria Walks.

New MTF delegates

Please advise the MTF Executive officer once your council has resolved who your delegate will be. The EO is happy to brief new (and returning) councillors on how we operate, and how they can get the most out of the meetings and MTF actions.

MTF 2025 Executive Election

Please note that the MTF elects its executive at the February meeting, which will be held on 5th February 2025. There are eight positions: Chair, Deputy Chair, Secretary, Treasurer and four general members.

If a delegate is interested in joining the MTF Executive, please contact the MTF Executive Office for a nomination form.

Feedback

We welcome your interest and comments, please contact us on mtf@mtf.org.au

Agenda Item 10.1

NOTICE OF MOTION 2025/01: 'YOU WIN SOME YOU LOSE MORE' GAMBLING REPORT

Notice of Motion No: 2025/01

Councillor: Councillor Bernadette Thomas

BACKGROUND

In September 2022, an inquiry into online gambling and its impacts on those experiencing gambling harm was established by the House of Representatives Standing Committee on Social Policy and Legal Affairs. The inquiry looked into online gambling and its impacts on those experiencing gambling harm, with regard to consumer protections; education programs; current regulations; and most importantly for the community, the effectiveness of current gambling advertising restrictions on limiting children's exposure to gambling products and services (e.g. promotion of betting odds during live sport broadcasts), including consideration of the impact of advertising through social media, sponsorship or branding from online licenced gambling operators.

The Inquiry Report, "you win some you lose more" ([You win some, you lose more – Parliament of Australia](#)), included 31 recommendations, which have yet to be responded to by the Federal Government. The Alliance for Gambling Reform ([Gambling Harm | Alliance For Gambling Reform](#)) response to the report, supported all 31 recommendations, and encouraged the federal government to adopt and implement them. The AGR has been campaigning continuously since the report's release to see the recommendations implemented and have initiated campaigns and advocacy focused on banning gambling ads altogether. Other community NGOs have also supported

Gambling in all its forms continues to be problematic for many people in our community and across the western metropolitan region, Victoria, and the country. While gambling on poker machines remains a significant issue in Maribyrnong and across western metropolitan councils, online gambling is emerging as a particular issue across communities across the country.

The Guardian reported the following losses in 2022:

"The government said Australia has the highest gambling losses of any country, at an average of \$1,276 a person each year, with problem gambling rates more than doubling from 0.6% of the adult population in 2011 to 1.23% in 2019.

The rates of problem gambling in online users is even higher, at 3.9% of all online gamblers, according to a report from Central Queensland University, compared to 1.4% of gamblers who use poker machines. The government said the size of the "interactive wagering market" is estimated at \$6.3bn, compared to electronic gaming at \$9bn." ['You lose more': Australia to force online gambling ads to include messages on potential harms | Gambling | The Guardian](#)

illustrating the scale of the problem, and the need for the government to take the report and its recommendations seriously.

Agenda Item 10.1

ATTACHMENTS

1. Notice of Motion 2025/01: 'You Win Some You Lose More' Gambling Report [↓](#) 

MOTION

That Council:

- 1) **Writes to the Prime Minister, the Honourable Anthony Albanese, the Minister for Communications, the Honourable Michelle Rowland, the Minister for Health and Aged Care, the Honourable Mark Butler, urging the Federal Government to adopt, in full, the recommendations from the June 2023 "You Win Some You Lose More" report from the inquiry into online gambling and its impacts on those experiencing gambling harm;**
- 2) **Endorses the recommendations contained in the "You Win Some You Lose More" report;**
- 3) **Writes to the LeadWest councils (Brimbank, Hobsons Bay, Melton, and Wyndham):**
 - a) **encouraging them to endorse the recommendations of the report, and write to the relevant ministers (see 1 above) urging the federal government to adopt the recommendations in full, and**
 - b) **asking them to support Maribyrnong to convene a Western Alliance for Gambling Reform, to jointly advocate for gambling reform at the state and federal levels, engage relevant agencies in reducing harm from gambling, and (as per Council's Reducing Harm from Gambling Policy) to encourage a collective approach to any proposed changes to gambling venues across the western metropolitan area; and**
- 4) **Calls on the Municipal Association of Victoria and Australian Local Government Association to advocate to the federal government on behalf of local government across Australia, to adopt the recommendations in full.**

Agenda Item 10.1 - Attachment 1



NOTICE OF MOTION

**under Chapter 2, Division 4, Rule 22 of the
Maribyrnong City Council
Governance Rules**

‘You Win Some You Lose More’ Gambling Report

It is my intention to move at the Council meeting on 18 February 2025, a motion which reads:

MOTION

That Council:

- 1) Writes to the Prime Minister, the Honourable Anthony Albanese, the Minister for Communications, the Honourable Michelle Rowland, the Minister for Health and Aged Care, the Honourable Mark Butler, urging the Federal Government to adopt, in full, the recommendations from the June 2023 “You Win Some You Lose More” report from the inquiry into online gambling and its impacts on those experiencing gambling harm.
- 2) Endorses the recommendations contained in the “You Win Some You Lose More” report.
- 3) Writes to the LeadWest councils (Brimbank, Hobsons Bay, Melton, and Wyndham):
 - a) encouraging them to endorse the recommendations of the report, and write to the relevant ministers (see 1 above) urging the federal government to adopt the recommendations in full, and
 - b) asking them to support Maribyrnong to convene a Western Alliance for Gambling Reform, to jointly advocate for gambling reform at the state and federal levels, engage relevant agencies in reducing harm from gambling, and (as per Council’s Reducing Harm from Gambling Policy) to encourage a collective approach to any proposed changes to gambling venues across the western metropolitan area.
- 4) Calls on the Municipal Association of Victoria and Australian Local Government Association to advocate to the federal government on behalf of local government across Australia, to adopt the recommendations in full.

Councillor: Bernadette Thomas

Signature:

Date: 11 February 2025

Agenda Item 10.1 - Attachment 1



Background

In September 2022, an inquiry into online gambling and its impacts on those experiencing gambling harm was established by the House of Representatives Standing Committee on Social Policy and Legal Affairs. The inquiry looked into online gambling and its impacts on those experiencing gambling harm, with regard to consumer protections; education programs; current regulations; and most importantly for the community, the effectiveness of current gambling advertising restrictions on limiting children's exposure to gambling products and services (e.g. promotion of betting odds during live sport broadcasts), including consideration of the impact of advertising through social media, sponsorship or branding from online licenced gambling operators.

The Inquiry Report, "you win some you lose more" ([You win some, you lose more – Parliament of Australia](#)), included 31 recommendations, which have yet to be responded to by the Federal Government. The Alliance for Gambling Reform ([Gambling Harm | Alliance For Gambling Reform](#)) response to the report, supported all 31 recommendations, and encouraged the federal government to adopt and implement them. The AGR has been campaigning continuously since the report's release to see the recommendations implemented and have initiated campaigns and advocacy focused on banning gambling ads altogether. Other community NGOs have also supported

Gambling in all its forms continues to be problematic for many people in our community and across the western metropolitan region, Victoria, and the country. While gambling on poker machines remains a significant issue in Maribyrnong and across western metropolitan councils, online gambling is emerging as a particular issue across communities across the country.

The Guardian reported the following losses in 2022:

"The government said Australia has the highest gambling losses of any country, at an average of \$1,276 a person each year, with problem gambling rates more than doubling from 0.6% of the adult population in 2011 to 1.23% in 2019.

The rates of problem gambling in online users is even higher, at 3.9% of all online gamblers, according to a report from Central Queensland University, compared to 1.4% of gamblers who use poker machines. The government said the size of the "interactive wagering market" is estimated at \$6.3bn, compared to electronic gaming at \$9bn." ['You lose more': Australia to force online gambling ads to include messages on potential harms | Gambling | The Guardian](#)

illustrating the scale of the problem, and the need for the government to take the report and its recommendations seriously.